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# Employee Evaluation Summary

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**Smith, Kristin**

00052

ELA TEACHER

**YTD: 4.91**

**Reporting Period**

**Q1, 2012**

**Date Created**

3/22/2012 10:01:07 AM

**Created By**

Cengiz, Cafer

## Performance Rating

### Rating Criteria

NO= Not Observed  
3= Satisfactory

5= Exemplary  
2= Below Average

4= Effective  
1= Needs Improvement

## Evaluation Skills

Categories	Score	Average
PLANNING AND PREPARATION	60 / 60	5.00
INSTRUCTION	81 / 85	4.76
CLASSROOM MANAGEMENT	60 / 60	5.00
PROFESSIONAL ATTRIBUTES	30 / 30	5.00
ON DEMAND EVALUATION	N/A	N/A

**Overall Rating**

**231/235**

**4.91**

## PLANNING AND PREPARATION

Component	Description	Score
	A.1 - Class starts on time.	5
	A.2 - Classroom is neat and organized.	5
	A.3 - Weekly class schedule(s) is posted.	5
	A.4 - Classroom rules and procedures are posted.	5
	A.5 - Class progress charts/records are visibly maintained.	5
	A.6 - Classroom displays students completed work.	5
	A.7 - A classroom library is established with a variety of books for selection by students.	5
	A.8 - Classroom is free of physical hazards that threaten safety.	5
	A.9 - Student desks are effectively arranged to engage all students.	5
	A.10 - The teacher prepared the instructional supplies and equipment in advance (to avoid lost instructional time).	5
	A.11 - The teacher takes attendance accurately.	5

	A.12 - The class schedule is clearly presented (on chalkboard, as a handout etc)	5
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## INSTRUCTION

Component	Description	Score
	B.1 - The teacher uses bellwork.	5
	B.2 - The teacher reviewed the previous lesson.	NO
	B.3 - The teacher clearly stated the objective(s) and/or essential question(s) of the lesson.	5
	B.4 - The teacher stimulated thought and interest in the topics.	4
	B.5 - The teacher uses a variety of presentation methods (ie transparencies, hands on activities, experiments, modeling/demonstrating, etc.)	5
	B.6 - The teacher uses open-ended questioning to encourage elaboration and stimulate interest.	5
	B.7 - The teacher explains directly and thoroughly.	5
	B.8 - The teacher uses sample questions toward state's standardized tests.	5
	B.9 - The teacher using age-appropriate examples while explaining the subject	5
	B.10 - The teacher addresses a diverse student body (strengths, weaknesses, learning styles).	4
	B.11 - The teacher's instruction allows time for efficient note-taking.	5
	B.12 - The teacher uses a variety of evaluation techniques.	5
	B.13 - The teacher creates opportunities for students to apply their knowledge and skills.	5
	B.14 - The teacher involves all students in dialogue which encourages questioning and high level critical thinking.	5
	B.15 - The teacher exhibits accurate knowledge of subject area.	5
	B.16 - The teacher checks and assigns homework in writing and explains verbally (or visually), targeting the lessons learned.	5
	B.17 - The lesson to be learned are matching with daily plans and annual plans.	5
	B.18 - The teacher allows time for concluding (closing remarks, questioning, homework, upcoming activities)	3

## CLASSROOM MANAGEMENT

Component	Description	Score
	C.1 - The teacher uses clear and complete directions to control the classroom.	5

	C.2 - The teacher travels to all areas in which students are working and assists when needed.	5
	C.3 - The teacher allows for flexibility to adjust to class dynamics.	5
	C.4 - Students maintained eye contact and were attentive.	5
	C.5 - Students obtain help by raising their hands or appropriate signals.	5
	C.6 - The teacher responds to students who signal properly.	5
	C.7 - The teacher engages all or most students.	5
	C.8 - The teacher interacts personally with students (noticing and attending to an ill student, asking about the weekend, inquiring about family)	5
	C.9 - The teacher makes smooth transitions between activities.	5
	C.10 - When waiting for assistance, students are occupied with other curriculum-related work.	5
	C.11 - The teacher handles behavior problems immediately and effectively.	5
	C.12 - The teacher uses time effectively.	5

## PROFESSIONAL ATTRIBUTES

Component	Description	Score
	D.1 - The teacher has a professional attire.	5
	D.2 - The teacher sets a positive tone.	5
	D.3 - The teacher avoids the use of slang and inappropriate language and phrases.	5
	D.4 - The teacher and the students model the values of respect, dignity, honesty, responsibility, and teamwork.	5
	D.5 - The teacher uses verbal and nonverbal praise.	5
	D.6 - The teacher offers suggestions and criticism in a polite, considerate manner.	5

## ON DEMAND EVALUATION

Component	Description	Score
PROFESSIONAL RESPONSIBILITIES	E.1 - The teacher updates database attendance and activity reports on a regular basis.	NO
PROFESSIONAL RESPONSIBILITIES	E.2 - The teacher updates database assignments and grades on a regular basis.	NO
PROFESSIONAL RESPONSIBILITIES	E.3 - The teacher communicates with parents on a regular basis.	NO

PROFESSIONAL RESPONSIBILITIES	E.4 - The teacher attends to assigned duties on a timely and consistent manner.	NO
PROFESSIONAL RESPONSIBILITIES	E.5 - The teacher attends to all grade chair, staff, curriculum meetings and maintains regular and prompt communication.	NO
PROFESSIONAL RESPONSIBILITIES	E.6 - The teacher completes Unit Plans/Weekly Plans/Yearlong Plans (ATLAS) on time.	NO
PROFESSIONAL RESPONSIBILITIES	E.7 - The teacher submitted all Emergency (Substitute) Plans on time.	NO
PROFESSIONAL RESPONSIBILITIES	E.8 - The teacher reports to school on time and fulfills contractual working hours.	NO
PROFESSIONAL RESPONSIBILITIES	E.9 - The teacher is prepared for the parent teacher conferences.	NO
PROFESSIONAL RESPONSIBILITIES	E.10 - The teacher informs the student and parent about the student's progress via progress reports/missing assignment reports.	NO
PROFESSIONAL RESPONSIBILITIES	E.11 - The teacher uses supplemental instructional resources that are available.	NO
PROFESSIONAL RESPONSIBILITIES	E.12 - The teacher offers two days of tutoring and at least one day of club with proper database attendance.	NO
PROFESSIONAL RESPONSIBILITIES	E.13 - The teacher organizes, attends, and/or help with extracurricular activities.	NO
PROFESSIONAL RESPONSIBILITIES	E.14 - The teacher has made the required amount of Home Visits.	NO
PROFESSIONAL RESPONSIBILITIES	E.15 - The teacher dresses, speaks, and behaves in a professional manner.	NO
PROFESSIONAL RESPONSIBILITIES	E.16 - The teacher supports and encourages co-workers.	NO
QUALITIES BEYOND EXCELLENCE	H.1 - The teacher goes beyond the contractual obligation of being a teacher, club sponsor, or coach.	NO
QUALITIES BEYOND EXCELLENCE	H.2 - The teacher coordinates, sponsors, or attends fund raising events/ or writes and applies for grants.	NO
QUALITIES BEYOND EXCELLENCE	H.3 - The teacher has a personal school related web page, forum or blog and updates it regularly.	NO
QUALITIES BEYOND EXCELLENCE	H.4 - The teacher has completed clinical observation with proper reporting.	NO
QUALITIES BEYOND EXCELLENCE	H.5 - The teacher works to improve the quality and image of the school (PD, best practices, PR)	NO
QUALITIES BEYOND EXCELLENCE	H.6 - The teacher is flexible and cooperative in the face of change.	NO

## Comments

### Agreed Comments:

N/A



This evaluation has been reviewed by me. I have been asked to add comments and, if i wish, I can receive a copy of my evaluation.

Associate Smith, Kristin Date 3/22/2012 10:01:07 AM Signature \_\_\_\_\_

I have reviewed this evaluation with the associate.

Evaluator Cengiz, Cafer Date 3/22/2012 10:01:07 AM Signature \_\_\_\_\_

Approved By Cengiz, Cafer Date 3/24/2012 11:11:10 PM Signature \_\_\_\_\_