

BILLINGS PUBLIC SCHOOLS

Evaluation Form

TEACHER _____

SCHOOL _____

SUBJECT/GRADE _____

PRE-CONFERENCE DATE _____

OBSERVATION DATE(S) _____

Overall Evaluation
(indicate one):

SATISFACTORY

UNSATISFACTORY

I. CLASSROOM INSTRUCTION

SELECT
SATISFACTORY OR
UNSATISFACTORY

- A. Planning and Preparation
- B. Teacher/Student Relationships
- C. Class Management
- D. Management of Student Behavior
- E. Instructional Time
- F. Instructional Presentation
- G. Instructional Monitoring of Student Performance
- H. Instructional Feedback
- I. Facilitating Instruction

II. INTERPERSONAL/PROFESSIONAL RESPONSIBILITIES

- A. Communicating with Families
- B. Maintaining Accurate Records
- C. Contributing to the School and the District
- D. Showing Professionalism

III. SUMMARY:

The following signatures indicate the data has been read and discussed.

Teacher's Signature

Date

Administrator's Signature

Date

Copy: Teacher
Administrator
Teacher Personnel File

The teacher has the option of presenting a written rebuttal to the administrator within twenty working (20) days.

I. Class Instruction

Select: Satisfactory,
Growth Needed,
Unsatisfactory, or Not
Observed

A. Planning and Preparation

- Demonstrates knowledge of content and related pedagogy
- Demonstrates knowledge of development characteristics of age group
- Demonstrates knowledge of how students learn
- Demonstrates awareness of student skills and knowledge
- Demonstrates awareness of student interests and cultural heritage
- Demonstrates knowledge of resources for teaching and student resources
- Designs instructional materials and activities
- Designs and structures lessons

Strengths:

Recommendations for Improvement and/or Professional Development:

B. Teacher/Student Relationships

Select: Satisfactory,
Growth Needed,
Unsatisfactory, or Not
Observed

- Student demonstrates respect for teacher
- Teacher demonstrates positive attitude and openness to students
- Teacher demonstrates ability to personalize the instructional program for students
- Teacher demonstrates willingness to be flexible

Strengths:

Recommendations for Improvement and/or Professional Development:

C. Class Management	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
<ul style="list-style-type: none"> • Teacher creates a stimulating and effective environment for learning • Teacher establishes and maintains a disciplined environment • Teacher demonstrates effective planning and organization skills • Teacher is effective in directing the class • Teacher effectively organizes the class • Teacher has established procedures that govern the handling of routine administrative matters 	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>	

D. Management of Student Behavior	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
<ul style="list-style-type: none"> • Teacher has established procedures that govern student verbal participation during different types of activities – whole class instruction, small group instruction, etc. • Teacher has established procedures that govern student movement in the classroom during different types of instructional activities • Teacher frequently monitors the behavior of all students during whole-class, small group and seat work activities and during transitions between instructional activities • Teacher stops inappropriate behavior promptly and consistently, yet maintains the dignity of the student 	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>	

E. Instructional Time	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
<ul style="list-style-type: none"> • Materials, supplies, and equipment are ready at the start of the lessons or instructional activity • Students are on task quickly at the beginning of each lesson or instructional activity • Teacher maintains a high level of student time on-task 	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>	

F. Instructional Presentation	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
<ul style="list-style-type: none"> • Begins lesson or instructional activity with an appropriate review of previous material • Introduces the lesson or instructional activity and specifies learning objectives • Speaks fluently and precisely • Presents the lesson or instructional activity using concepts and language understandable to students • Provides relevant examples and demonstrations to illustrate concepts and skills • Assigns tasks appropriate to student level • Asks appropriate levels of questions • Conducts lessons or instructional activities at an appropriate pace • Facilitates smooth and effective transitions between instructional activities • Makes assignments clear • Provides opportunities for the application of concepts and skills • Summarizes the main point(s) at the end of the lesson or instructional activities 	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>	

G. Instructional Monitoring of Student Performance <ul style="list-style-type: none">• Maintains clear, firm and reasonable work standards and due dates• Circulates during class to check all students' performance• Routinely uses oral, written or other work products to check student progress	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
Strengths:	
Recommendations for Improvement and/or Professional Development:	

H. Instructional Feedback <ul style="list-style-type: none">• Provides prompt feedback on assigned work• Affirms a correct oral response• Provides sustaining feedback after an incorrect response	Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed
Strengths:	
Recommendations for Improvement and/or Professional Development:	

<p>I. Facilitating Instruction</p> <ul style="list-style-type: none"> • Develops an instructional plan based upon school, district, and Board adopted curricular goals • Uses diagnostic information from tests and other assessment procedures to develop and revise objectives and/or tasks • Develops an instructional plan that matches/aligns objective, learning strategies, assessment and student needs at the appropriate levels of difficulty 	<p>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>				

II. Interpersonal/Professional Responsibilities

<p>A. Communicating with Families</p> <ul style="list-style-type: none"> • Teacher participates in school’s activities and processes for parent communication • Teacher provides information to parents about the instructional, behavioral, and attendance program and the student’s progress on a regular basis • Teacher responds to parent concerns in a professional manner 	<p>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p> <table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>			
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>				

<p>B. Maintaining Accurate Records</p> <ul style="list-style-type: none"> • Teacher’s system for maintaining information on student completion of assignments, student progress, behavior, and attendance is effective 	<p style="text-align: center;">Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p>
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>	

<p>C. Contributing to the School and the District</p> <ul style="list-style-type: none"> • Teacher maintains professional working relationships with staff including supervisor • Teacher cooperates with colleagues to fulfill school required duties • Teacher participates in school events when assigned (e.g. Open House) • Teacher actively and constructively participates in and makes a contribution to school or district projects 	<p style="text-align: center;">Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p>
<p>Strengths:</p> <p>Recommendations for Improvement and/or Professional Development:</p>	

<p>D. Shows Professionalism</p>	<p>Select: Satisfactory, Growth Needed, Unsatisfactory, or Not Observed</p>
<ul style="list-style-type: none"> • Teacher shows respect for students, parents, peers and administration by being punctual and prepared for class, work and meetings 	
<ul style="list-style-type: none"> • Teacher shows respect for students, peers, parents and administration through his/her words and actions 	
<ul style="list-style-type: none"> • Teacher participates in activities that will enhance his/her professional skills 	
<ul style="list-style-type: none"> • Teacher addresses and/or reports student language, bullying, harassing, hostile, prejudicial or belittling statements and/or behaviors 	
<ul style="list-style-type: none"> • Teacher follows the policies, regulations, and procedures of the school district 	
<p>Strengths:</p>	
<p>Recommendations for Improvement and/or Professional Development:</p>	

BILLINGS PUBLIC SCHOOLS

Goal Setting Conference

TEACHER _____

GRADE/DEPT _____

LOCATION _____

DATE _____

1. Plan

2. Activities

3. Expected Outcome/Measurements

Teacher's Signature

Administrator's Signature

Date

Date

Review of Goal
- Optional -

TEACHER _____

GRADE/DEPT _____

LOCATION _____

DATE _____

1. Progress Towards Plan

2. Comments

Teacher's Signature

Administrator's Signature

Date

Date

Goal Completion Conference

TEACHER _____

GRADE/DEPT _____

LOCATION _____

DATE _____

1. Plan Outcome

2. Teacher/Administrator Comments

Teacher's Signature

Administrator's Signature

Date

Date

The above signatures indicate the teacher and administrator have participated in a summary conference.

Copy: Teacher
Administrator
Teacher Personnel File

BILLINGS PUBLIC SCHOOLS

Pre-Conference Summary*

TEACHER _____

SCHOOL _____

SUBJECT/GRADE _____

Guidelines:

- **Select** a performance target/goal that will be most effective in (1) improving your classroom performance, or (2) achieving a department, school, or district goal.
- **Develop** a plan for achieving your target/goal. Include methods, objectives, means, etc.
- **Establish** the evaluation criteria to be used in determining whether the target/goal has been successfully completed.
- **Set** the target/goal within a time framework. At what time will it be accomplished (end of first semester, end of year, etc.)?

1. Statement of Target/Goal:

2. Statement of Plan for Achieving Target/Goal:

3. Statement of Evaluation Criteria to be used in Assessing Target/Goal Attainment:

4. Time Framework:

Teacher's Signature

Date

Administrator's Signature

Date

Copy: Teacher
Administrator

*The Pre-Conference Summary shall not be part of the teacher's personnel file unless the teacher requests in writing that it be so included.

BILLINGS PUBLIC SCHOOLS

Pre-Observation Worksheet

TEACHER _____

SCHOOL _____

SUBJECT/GRADE _____

Teacher completes this form and discusses content with supervisor prior to observation.

1. What are the lesson objectives?	2. What teaching/learning activities will be used?
2. How are you going to check student understanding and mastery of objectives?	4. Are there any teaching behaviors you want especially monitored?
5. Are there any special circumstances of which the observer should be aware?	6. Notes

10/9/06/drm

IMPROVEMENT PLAN

Area to be improved: _____

Objective:

Strategies (teacher will):

Assistance provided toward goal:

Timelines:

Measurement:

Follow-up Agreement

Benchmark Dates	Signature	Assessment of Results
	(Evaluator)	
	(Employee)	
	(Evaluator)	
	(Employee)	

Has this plan of improvement been satisfactorily completed? Yes _____ No _____

If no, submit a letter that describes the next step.

Failure to meet the expected level of performance may lead to a recommendation for termination. Yes ___ No ___

 (Employee) (date) (Evaluator) (date)

Be sure to send a copy to the District HR office for the file.