

SCOTLAND COUNTY SCHOOLS

SCHOOL YEAR: _____

TEACHER PERFORMANCE APPRAISAL SYSTEM

Non-Career/ILT Year 1 2 3 Career

Teacher's Name

Assignment _____ School _____

INSTRUCTIONS

- Based on the evidence from observation, artifacts, and discussion, the evaluator is to rate the teacher's performance with respect to the 8 major functions of teaching listed below.
- The evaluator must add pertinent comments at the end of each major function for which a rating of **Above Standard, Below Standard, or Unsatisfactory** is given.
- The teacher is provided an opportunity to react to the evaluator's rating and comments.
- The evaluator and the teacher must discuss the results of the appraisal and any recommended actions pertinent to it.
- The teacher and the evaluator must sign the instrument in the assigned spaces.
- The instrument must be filed in the teacher's personnel folder.
- The rating scale will include the four **Levels of Performance** described below.

4. Above Standard
 Performance within this function area is consistently high. Teaching practices are demonstrated at a high level. Teacher seeks to expand scope of competencies and undertake additional, appropriate responsibilities.

3. At Standard
 Performance within this function area is consistently adequate/acceptable. Teaching practices fully meets all performance expectations at an acceptable level. Teacher maintains an adequate scope of competencies and performs additional responsibilities as assigned.

2. Below Standard
 Performance within this function area is sometimes inadequate/unacceptable and needs improvement. Teacher requires supervision and assistance to maintain an adequate scope of competencies and sometimes fails to perform additional responsibilities as assigned.

1. Unsatisfactory
 Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to fully meet minimum performance expectations. Teacher requires close and frequent supervision in the performance of all responsibilities.

1. Major Function: Management of Instructional Time	Above Standard	At Standard	Below Standard	Unsatisfactory

- 1.1 Teacher has materials, supplies, and equipment ready at the start of the lesson or instructional activity.
- 1.2 Teacher gets the class started quickly.
- 1.3 Teacher uses available time for learning and keeps students on task.

Comments: _____

Teacher's Name: _____ School Year: _____

2. Major Function: Management of Student Behavior	Above Standard	At Standard	Below Standard	Unsatisfactory

- 2.1 Teacher has established a set of rules and procedures that govern the handling of routine administrative matters.
- 2.2 Teacher has established a set of rules and procedures that govern student verbal participation and talk during different types of activities-whole class instruction, small group instruction, etc.
- 2.3 Teacher has established a set of rules and procedures that govern student movement in the classroom during different types on instructional activities.
- 2.4 Teacher frequently monitors the behavior of all students during whole-class, small group, and seatwork activities and during transitions between instructional activities.
- 2.5 Teacher stops inappropriate behavior promptly and consistently, yet maintains the dignity of the student.
- 2.6 Teacher analyzes the classroom environment and makes adjustment to support learning and enhance social relationships.

Comments: _____

3. Major Function: Instructional Presentation	Above Standard	At Standard	Below Standard	Unsatisfactory

- 3.1 Teacher links instructional activities to prior learning.
- 3.2 Teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning activities that make these aspects of subject matter understandable and meaningful for students.
- 3.3 Teacher speaks fluently and precisely.
- 3.4 Teacher provides relevant examples and demonstrations to illustrate concepts and skills.
- 3.5 Teacher assigns tasks and asks appropriate levels of questions that students handle with a high rate of success.
- 3.6 Teacher conducts the lesson or instructional activity at a brisk pace, slowing presentations when necessary for student understanding but avoiding unnecessary slowdowns.
- 3.7 Teacher makes transitions between lessons and between instructional activities within lessons effectively and smoothly.
- 3.8 Teacher makes sure that assignment is clear.
- *3.9 The teacher creates instructional opportunities that are adapted to diverse learners (addressing the needs of diverse learners through differentiation).**
- *3.10 The teacher uses instructional strategies that encourage the development of critical thinking, problem solving, and performance skills (providing quality learning activities that lead to higher level thinking/work products).**
- 3.11 The teacher uses technology to support instruction.
- *3.12 The teacher encourages students to be engaged in and responsible for their own learning (empowering students to take responsibility for their own learning).**

Comments: _____

Teacher's Name: _____ School Year: _____

4. Major Function: Instructional Monitoring	Above Standard	At Standard	Below Standard	Unsatisfactory

- 4.1 Teacher maintains clear, firm, and reasonable work standards and due dates.
- 4.2 Teacher circulates to check all students' performance.
- 4.3 Teacher routinely uses oral, written, and other work products to evaluate the effects of instructional activities and to check student progress.
- 4.4 Teacher poses questions clearly and one at a time.
- 4.5 Teacher uses student responses to adjust teaching as necessary.

Comments: _____

5. Major Function: Instructional Feedback	Above Standard	At Standard	Below Standard	Unsatisfactory

- 5.1 Teacher provides feedback on the correctness or incorrectness of in-class work to encourage student growth.
- 5.2 Teacher regularly provides prompt feedback on out-of-class work.
- 5.3 Teacher affirms a correct oral response appropriately and moves on.
- 5.4 Teacher provides sustaining feedback after an incorrect response by probing, repeating the question, giving a clue, or allowing more time.
- 5.5 The teacher uses knowledge of effective verbal and non-verbal communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

Comments: _____

6. Major Function: Facilitating Instruction	Above Standard	At Standard	Below Standard	Unsatisfactory

- 6.1 Teacher has long-term and short-term instructional plans that are compatible with school and district curricular goals, the school improvement plan, the NC Standard Course of Study, and the diverse needs of students and the community.
- * 6.2 **Teacher uses diagnostic information obtained from tests and other formal and informal assessment procedures to evaluate and ensure the continuous intellectual, social, and physical development of the learner (data-driven planning and instruction).**
- 6.3 Teacher maintains accurate records to document student performance.
- 6.4 Teacher understands how students learn and develop and plans appropriate instructional activities for diverse student needs and different levels of difficulty.
- 6.5 Teacher uses available human and material resources to support the instructional program..

Comments: _____

Teacher's Name _____ School Year: _____

7. Major Function: Communication within the Educational Environment	Above Standard	At Standard	Below Standard	Unsatisfactory

- 7.1 Teacher treats all students in a fair and equitable manner.
- *7.2 **Teacher participates in the development of a broad vision of the school (active participation in the development and implementation of the School Improvement Plan).**
- *7.3 **Teacher fosters relationships with school colleagues, parents, and community agencies to support students' learning and well-being (effective teaming with other teachers).**

Comments: _____

8. Major Function: Performing Non-Instructional Duties	Above Standard	At Standard	Below Standard	Unsatisfactory

- 8.1 Teacher carries out non-instructional duties as assigned and/or need is perceived to ensure student safety outside the classroom.
- 8.2 Teacher adheres to established laws, policies, rules, and regulations.
- * 8.3 **Teacher follows a plan for professional development and actively seeks out opportunities to grow professionally (learning from other teachers by benchmarking best practices).**
- *8.4 **Teacher is a reflective practitioner who continually evaluates the effects of his or her decisions and actions on students, parents and other professional in the learning community (reflection on best practice).**

Comments: _____

Evaluator's Summary Comments: _____

Teacher's Reactions to Evaluation: _____

Evaluator's Signature Date

Teacher's Signature Date

Signature indicates that the written evaluation has been seen and discussed.