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***Certificated Evaluation Instrument***

**CERTIFICATED EVALUATION PROCEDURES, TIMELINE**

**AND DOCUMENTATION CHECKLIST**

|  |  |  |  |  |  |  |  |  |  |
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| **Teacher:** |  | **Site:** |  | | **Date:** | |  | | |
|  | | | |  | |  | | |  |
|  | | | | **Date** | **Teacher Initials** | | | **Admin. Initials** | |
| **Within 45 calendar days of the first day of instruction:**  *Orientation Initial Conference:*  Evaluator and teacher meet to review standards (CSTP I-VI) for evaluation. First classroom observation may be scheduled at this conference. | | | |  |  | | |  | |
| **October 15 – December 15:**  *Formal Observation:*  First of two formal classroom observations conducted | | | |  |  | | |  | |
| **October 15 – December 15:**  *Performance Improvement Need Identified:*  In cases where improvement is needed, an interim appraisal conference will be held no later than December 15. A performance improvement plan may be initiated. | | | |  |  | | |  | |
| **October 15 – January 15:**  *Satisfactory Performance:*  In cases where improvement is needed, an interim appraisal conference will be held no later than January 15. | | | |  |  | | |  | |
| **December 15 – March 1**  *Performance Improvement Need Identified*  In cases where improvement is needed, implementation of this plan (performance improvement) is to be carried out along with conferences as needed. | | | |  |  | | |  | |
| **Prior to March 1:**  *Performance Improvement Need Identified - Final Appraisal Conference:*  In cases where improvement is needed, an appraisal conference with the evaluator will be held no later than March 1. | | | |  |  | | |  | |
| **Prior to March 15:**  *Performance Improvement Need Identified-Recommendations for employment:*  In cases where improvement is needed, the employee will be notified by the evaluator no later than March 15 relative to his/her recommendation for reemployment or non-reemployment/dismissal of the employee. | | | |  |  | | |  | |
| **January 15 – March 31**  *Formal Observation:*  Second of two formal classroom observations conducted. | | | |  |  | | |  | |
| **30 days prior to the last day of school:**  *Final Evaluation Meeting:*  Evaluator conducts final evaluation conferences with teacher. Final signatures obtained. | | | |  |  | | |  | |

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| --- | --- | --- | --- | --- | --- |
| **Teacher:** |  | **Site:** |  | **Date:** |  |
| *Teachers will develop three (3) goals based on three of the following six standards as they relate to student learning.* | | | | | |

Engaging and Supporting All Students in Learning

Creating and Maintaining Effective Environments

Understanding and Organizing Subject Matter

Planning Instruction and Designing Learning Experiences for All

Assessing student learning

Developing as a professional

|  |
| --- |
| **INDIVIDUAL GOALS** |
|  |
| **SITE GOALS (as appropriate)** |
|  |

**PRE-OBSERVATION CONFERENCE FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher:** |  | **Site:** |  | **Date:** |  |
| **Please answer the questions below and bring the completed form to your pre-observation conference** | | | | | |
| **PRE-CONFERENCE QUESTIONS** | | | | | |
| 1. What will you be teaching in this lesson? | | | | | |
|  | | | | | |
| 2. What do you expect your students to learn by the end of this lesson? | | | | | |
|  | | | | | |
| 3. What activities will you and your students be doing? | | | | | |
|  | | | | | |

|  |
| --- |
| 4. How will you know if your lesson is successful? |
|  |
| 5. Is there a specific strength/standard on which you would like me to focus? |
|  |
| 6. Is there a specific weakness/standard on which you would like me to focus? |
|  |

**CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION**

Standard I - Engaging and Supporting All Students in Learning

* Connecting prior knowledge, life experience, and interests
* Using a variety of instructional strategies and resources
* Facilitating learning experiences-autonomy, interaction & choice
* Engaging students in problem solving, critical thinking skills
* Promoting self-directed, reflective learning for all students

Standard II - Creating and Maintaining an Effective Environment for All

* Organizing the physical environment
* Planning and implementing procedures and routines
* Establishing a climate of fairness and respect
* Promoting social development and responsibility
* Establishing and maintaining standards for student behavior
* Using instructional time effectively

Standard III - Understanding & Organizing Subject Matter Knowledge

* Demonstrating knowledge of subject matter content
* Organizing curriculum to support student understanding
* Integrating ideas and information
* Developing student understanding-instructional strategies
* Using materials, resources, and technologies
* Balancing professional responsibilities

Standard IV - Planning Instruction and Designing Learning Experiences for All

* Drawing on students' background, interests & development learning
* Establishing goals for student learning'
* Developing and sequencing instructional activities
* Designing long and short term plans
* Modifying for student needs

Standard V - Assessing Student Learning

* Establishing learning goals for all students
* Using multiple sources of information to assess
* Involving & guiding students assessing their own learning
* Using the results of assessments to guide instruction
* Communicating with students and families about student progress

Standard VI - Developing as a Professional Educator

* Reflecting on teaching and learning
* Engaging families in student learning
* Using community resources to support student learning
* Working with colleagues to improve teaching and learning
* Pursuing opportunities to contribute and grow professionally

**FORMAL CLASSROOM OBSERVATION**

**POST-CONFERENCE FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teacher:** |  | **Site:** |  | | **Date:** |  |
|  | | | | | | |
| **EVIDENCE OF STANDARDS** (during observation): | | | | | | |
|  | | | | | | |
| **RECOMMENDATIONS:** | | | | | | |
|  | | | | | | |
|  | | | |  | | |
| All other evaluator notes are attached;        pages attached | | | | Above recommendation indicate need for structured counselor support via Performance Improvement Plan | | |

**FORMAL CLASSROOM OBSERVATION**

**POST-CONFERENCE FORM**

**POST-CONFERENCE QUESTIONS:**

|  |
| --- |
| 1. What did you expect your students to learn by the end of this lesson? |
|  |
| 2. Did they learn it? How do you know? |
|  |
| 3. If you were teaching this lesson again, what modifications, if any, would you make? |
|  |

**CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION**

Standard I - Engaging and Supporting All Students in Learning

* Connecting prior knowledge, life experience, and interests
* Using a variety of instructional strategies and resources
* Facilitating learning experiences-autonomy, interaction & choice
* Engaging students in problem solving, critical thinking skills
* Promoting self-directed, reflective learning for all students

Standard II - Creating and Maintaining an Effective Environment for All

* Organizing the physical environment
* Planning and implementing procedures and routines
* Establishing a climate of fairness and respect
* Promoting social development and responsibility
* Establishing and maintaining standards for student behavior
* Using instructional time effectively

Standard III - Understanding & Organizing Subject Matter Knowledge

* Demonstrating knowledge of subject matter content
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* Developing and sequencing instructional activities
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* Using multiple sources of information to assess
* Involving & guiding students assessing their own learning
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* Communicating with students and families about student progress

Standard VI - Developing as a Professional Educator

* Reflecting on teaching and learning
* Engaging families in student learning
* Using community resources to support student learning
* Working with colleagues to improve teaching and learning
* Pursuing opportunities to contribute and grow professionally

I have read this observation report, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Evaluator Signature |  | Date |  | Teacher Signature |  | Date |

**PERFORMANCE IMPROVEMENT PLAN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher:** | |  | | | **Site:** |  | | | | | **Date:** | |  |
| **Evaluation Period:** | | | to | | | **Date of Conference:** | | | |  | | | |
| **Status:** | Probationary 1 | | | Probationary 2 | | | | Permanent | | | | Other | |
| **Evaluator:** |  | | | | | | **Position/Title:** | |  | | | | |
| A. Description of areas in which improvement is needed. (This needs to be highly specific and as detailed as possible.) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| B. Recommended procedures, activities and/or methods to be used by the employee to achieve acceptable performance. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| C. Recommended timeline or milestones which the employee must meet in the implementation of the improvement plan. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| D. Identification of management support that will be provided to assist the employee. (Support assistance to be given must be related to the area in which improvement is being sought. Nature of assistance must be clearly specified.) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |

I have read this Performance Improvement Plan, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Evaluator Signature |  | Date |  | Teacher Signature |  | Date |

**SUMMARY EVALUATION - NARRATIVE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher:** |  | **Site:** |  | | | **Date:** |  |
| **Engaging and Supporting All Students in Learning** | | | |  | **Creating and Maintaining Effective Environments** | | |
|  | | | |  |  | | |
| **Recommendations:** | | | |  | **Recommendations:** | | |
|  | | | |  |  | | |
| **Developing as a Professional** | | | |  | **Understanding and Organizing Subject Matter** | | |
|  | | | |  |  | | |
| **Recommendations:** | | | |  | **Recommendations:** | | |
|  | | | |  |  | | |
| **Assessing Student Learning** | | | |  | **Planning Instruction and Designing Learning Experiences for All** | | |
|  | | | |  |  | | |
| **Recommendations:** | | | |  | **Recommendations:** | | |
|  | | | |  |  | | |

**SUMMARY EVALUATION**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher:** | |  | | **Site:** |  | | | **Date:** | | |  |
| **Status:** | Probationary 1 | | Probationary 2 | | | | Permanent | | Other | | |
| 1 - **UNSATISFACTORY** – Does not meet standard | | | | | | 2 - **NEEDS IMPROVEMENT** | | | | | |
| 3 - **PROGRESSING TOWARDS STANDARDS** | | | | | | 4 - **SATISFACTORY** – Meets or exceeds standards | | | | | |
|  | | | | | | | | | | | |
| **Standard I - Engaging and Supporting All Students in Learning** | | | | | | | | | | **Enter Score** | |
| * Connecting students’ prior knowledge, life experience, and interests with learning goals | | | | | | | | | |  | |
| * Using a variety of instructional strategies and resources to respond to students’ diverse needs | | | | | | | | | |  | |
| * Facilitating learning experiences that promote autonomy, interaction and choice | | | | | | | | | |  | |
| * Engaging students in problem solving, critical thinking and other activities that make subject matter meaningful | | | | | | | | | |  | |
| * Promoting self-directed, reflective learning for all students | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
|  | | | | | | | | | | Total Points \_0 / 20 | |
|  | | | | | | | | | |  | |
| **Standard II - Creating and Maintaining an Effective Environment for All** | | | | | | | | | | **Enter Score** | |
| * Creating a physical environment that engages all students | | | | | | | | | |  | |
| * Planning and implementing classroom procedures and routines that support student learning | | | | | | | | | |  | |
| * Establishing a climate of fairness and respect | | | | | | | | | |  | |
| * Promoting social development and group responsibility | | | | | | | | | |  | |
| * Establishing and maintaining standards for student behavior | | | | | | | | | |  | |
| * Using instructional time effectively | | | | | | | | | |  | |
|  | | | | | | | | | |  | |
|  | | | | | | | | | | Total Points 0 / 24 | |

|  |  |
| --- | --- |
| **STANDARD III – Understanding & Organizing Subject Matter Knowledge** | **Enter Score** |
| * Demonstrating knowledge of subject matter content and student development |  |
| * Organizing curriculum to support student understanding of subject matter |  |
| * Integrating ideas and information within and across subject matter areas |  |
| * Developing student understanding-instructional strategies that are appropriate to the subject matter |  |
| * Using materials, resources, and technologies to make subject matter accessible to students |  |
|  |  |
|  | Total Points 0 / 20 |
|  |  |
| **STANDARD IV – Planning Instruction and Designing Learning Experiences for All** | **Enter Score** |
| * Drawing on and valuing students' backgrounds, interests and development learning needs |  |
| * Establishing and articulating goals for student learning |  |
| * Developing and sequencing instructional activities and materials for student learning |  |
| * Designing long and short term plans to foster student learning |  |
| * Modifying instructional plans to adjust for student needs |  |
|  |  |
|  | Total Points 0 / 20 |

|  |  |
| --- | --- |
| **STANDARD V – Assessing Student Learning** | **Enter Score** |
| * Establishing and communicating learning goals for all students |  |
| * Collecting and using multiple sources of information to assess student learning |  |
| * Involving & guiding students assessing their own learning |  |
| * Using the results of assessments to guide instruction |  |
| * Communicating with students, families and other audiences about student progress |  |
|  |  |
|  | Total Points 0 / 20 |
|  |  |
| **STANDARD VI – Developing as a Professional Educator** | **Enter Score** |
| * Reflecting on teaching practice and planning professional development |  |
| * Establishing professional goals and pursuing opportunities to grow professionally |  |
| * Working with communities to improve professional practice |  |
| * Working with families to improve professional practice |  |
| * Working with colleagues to improve professional practice |  |
| * Balancing professional responsibilities and maintaining motivation |  |
|  |  |
|  | Total Points 0 / 24 |
|  |  |

**Maximum points possible = 128**

|  |  |  |  |
| --- | --- | --- | --- |
| **Standards** | **Evaluation Score** | | **Possible Score** |
| Standard I | 0 | | 20 |
| Standard II | 0 | | 24 |
| Standard III | 0 | | 20 |
| Standard IV | 0 | | 20 |
| Standard V | 0 | | 20 |
| Standard VI | 0 | | 24 |
| **Cumulative Total** | **0** | | **128** |
|  |  | |  |
| **A satisfactory performance rating =** | | | |
| 1. 75% or more in each standard (a score of 15 or 18, depending on possible score) | | | |
| **and** | | | |
| 2. 80% or more overall (a score of 102 or greater) | | | |
| Satisfactory | | Unsatisfactory | |

I have read this Summary Evaluation, but my signature does not necessarily signify agreement. I understand that any written statement I wish to make regarding this report will be attached to all copies of it. I also understand that a copy will be placed in my personnel file.

|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Evaluator Signature |  | Date |  | Teacher Signature |  | Date |
|  |  |  |  |  |  |  |
| Print Name |  |  |  | Print Name |  |  |