

## **Certified Evaluation – Summative Evaluation of the Teacher**

The evaluator shall use the following items to focus his/her observation(s), narrative(s) concerning the observation(s), and rating(s) of the teacher in the six categories contained in the Summative Evaluation portion of the Teacher Evaluation Form.

- I. Attendance and Punctuality
  - Makes every effort to attend and be punctual reporting to job assignments (for example: teaching duties, conferences, institutes) and communicates reason for absence or tardiness to evaluator when circumstances prevent punctuality.
- II. Instructional Planning
  - A. Is properly prepared for start of instruction.
  - B. Properly maintains lesson plans necessary for effective instruction.
  - C. Revises plans on an ongoing basis, considering student needs, abilities and interests.
  - D. Adapts district curriculum to particular classroom situations.
- III. Instructional Methods
  - A. Employs a questioning strategy to move beyond lower levels of thinking.
  - B. Provides modeling and guided practice at appropriate times during the lesson.
  - C. Applies instructional techniques, which focus on various learning modalities.
  - D. Uses classroom time efficiently.
  - E. Reinforces skills and concepts previously covered.
  - F. Makes assignments pertinent to objectives.
  - G. Recognizes and attempts to adjust to individual students' needs and abilities.
  - H. Conveys enthusiasm for lesson content.
  - I. Conveys the objective(s) of the lesson to the students.
  - J. Varies the pace of instruction
  - K. Brings appropriate closure to the lesson.
  - L. Provides time to work on assignments with teacher assistance.
  - M. Speaks and presents lessons clearly and effectively.
- IV. Classroom Management
  - A. Develops a safe, orderly and academically focused environment for learning.
  - B. Communicates to student's long term and short term objectives, assignments, classroom procedures and teacher expectations of students.
  - C. Communicates grading procedures and maintains consistency of assessment.
  - D. Enforces classroom rules and discipline procedures in accordance with school and district policies.
  - E. Classroom rules and consequences are posted if appropriate.
  - F. Classroom arrangement is conducive to optimum learning.
  - G. Students are actively engaged in learning.
  - H. Addresses student situations appropriately.
  - I. Is respectful and empathetic to students.
  - J. Employs non-verbal cues effectively (i.e. proximity control).

- V. Competency in Subject Matter Taught
  - A. Is knowledgeable in content area.
  - B. Possesses knowledge of current research as it applies to subject matter.
- VI. School District and Community Relations
  - A. Demonstrates willingness to participate in district-sponsored activities, for example: extracurricular events (athletic events, and/or concerts, and/or plays), and/or Parent Teacher Groups, and/or graduation exercises.
  - B. Involves oneself in projects to benefit school and/or district, for example: science fairs, and/or Board of Education meetings, and/or annual fundraisers.
  - C. Is aware of and appropriately utilizes district approved community support services when appropriate, for example: local field trips, ~~and/or D.A.R.E.~~ and/or 4-H, and/or In Touch, and/or ~~S.A.S.S.A.D.D.~~, and/or *other* Boone County Community Services.
  - D. Maintains positive working relationship with all staff.
  - E. Adheres to approved district and school policies and procedures.
  - F. Promptly communicates with Principal and/or parent when a problem needs supportive help.

#### Definitions of Ratings in Each Category

The evaluator is to rate each of six categories on the Teacher Evaluation Form. The ratings to be used are:

E – ~~Commendable~~ *Excellent*

~~S P – Acceptable~~ *Proficient*

NI – Needs Improvement

*U – Unsatisfactory*

- I. Attendance and Punctuality
  - E – Attends and is punctual reporting to job assignments and meetings in the contractual day.
  - ~~S P – Is normally on time and attends job assignments and meetings.~~
  - NI – Occasionally late reporting to meetings or assignments, etc.*
  - U – Frequently late reporting to job assignments and meetings or is absent without a legitimate leave, i.e., a leave as defined in the Basic Agreement.
- II. Instructional Planning
  - E – Consistently evidences prior planning and thorough preparation and has the appropriate materials available for implementation.
  - ~~S P – Usually makes adequate plans and evidences good preparation.~~
  - NI – Makes plans which are not always complete or struggles with preparation.*
  - U – Makes limited plans and shows little preparation.
- III. Instructional Methods
  - E – Consistently evidences success in execution of instructional methods.
  - ~~S P – Usually successful in execution of instructional methods.~~
  - NI – Shows occasional areas for improvement in the execution of instructional methods.*
  - U – Displays limited ability in the execution of instructional methods.
- IV. Classroom Management
  - E – Consistently provides and maintains a classroom atmosphere appropriate for optimum student achievement.
  - ~~S P – Maintains an atmosphere appropriate for student achievement.~~
  - NI – Management is not always conducive to student achievement.*

- U – Existing management does not provide an atmosphere conducive to student achievement.
- V. Competency in Subject Matter Taught
- E – Demonstrates a thorough knowledge and makes an effort to stay current in the discipline.
- ~~S~~ *P – Generally Demonstrates proficiency knowledgeable in the discipline.*
- NI – Displays occasional lack of knowledge in the discipline.*
- U – Displays insufficient knowledge of the discipline.
- VI. School and Community Relations
- E – Consistently works to maintain good school-community relations.
- ~~S~~ *P – Maintains good school-community relations.*
- NI – Makes minimal efforts to maintain good school-community relations.*
- U – Makes little effort to maintain good school-community relations.

### Overall Ratings

After rating each of the six categories, the evaluator is to assign an “Overall Rating” of Excellent, ~~Satisfactory~~ *Proficient, Needs Improvement*, or Unsatisfactory. The evaluator is to determine an “Overall Rating” as follows:

- Excellent:** ~~Commendable~~ *Excellent* in at least four categories and ~~acceptable~~ *proficient in all others.*
- ~~Satisfactory~~ *Proficient:* ~~Five~~ *All* categories ~~acceptable~~ *proficient* or better.
- Needs Improvement:* *Needs improvement in any category.*
- Unsatisfactory:** Needs improvement in two or more areas *or unsatisfactory in one or more areas.*

### Responsibilities of the Principals

The Principals shall provide the teacher with assistance to improve the quality of teaching.

The evaluation instruments shall be in the hands of the teacher and the Post-Evaluation conference shall be held prior to the termination of the agreed upon evaluation period.

The Principals shall provide the teacher with a complete copy of the original. The original shall be placed and maintained in the teacher's personnel file in the Office of the Board of Education.

### Use of the Teacher Evaluation Process

1. The Teacher Evaluation Process is to be used to evaluate personnel who hold a position for which an Illinois Teacher Certificate is required except those employees classified as administrators and except those positions classified as "extracurricular", e.g., coaches, activity sponsors, etc.
2. In the evaluation of the elementary and secondary librarians, the school guidance personnel, and the school nurse, the evaluator *may modify* ~~is to use the items for the~~ summative evaluation *instrument that pertain to that area rather than the items for summative evaluation of the teacher.*

### Procedures when a Teacher is Found “Unsatisfactory”

When a teacher is found satisfactory, Remediation Plan will be developed in accordance with *School Code*.

Nothing in this plan shall be construed as preventing immediate dismissal of a teacher for deficiencies, which are deemed irremediable. Failure to strictly comply with the time requirements contained in this Teacher Evaluation Plan shall not invalidate the results of the remediation plan.