

Hartland Consolidated Schools
Teacher Summative Evaluation Worksheet

This worksheet is to be filled out by the evaluating supervisor based on evaluations, walk throughs, and interactions throughout the year. Evaluations are based on formal and informal observations.

Instruction: This category is worth 40% of the Summative Evaluation

Category	4 pts each
A. Knowledge of subject matter	
B. Use of lesson plans and learning targets	
C. Challenges students and promotes higher level thinking	
D. Engages pupils in solving problems	
E. Conducts discussions to encourage pupils to express ideas accurately and completely	
F. Helps to develop desirable work and study habits	
G. Makes clear assignments and direction with ample time allotment	
H. Uses a variety of methods in presenting subject matter	
I. Evidence of assessment both formative and summative	
J. Recognition and accommodation of student emotional, social, and academic needs	

GRASP Goal: This category is worth 40% of the Summative Evaluation and is an all or nothing expectation

	40 points
Evidence of student growth through use of a GRASP Goal	

Management: This category is worth 10% of the Summative Evaluation

Category	2 pts each
A. Accuracy and punctuality in clerical work	
B. Responsibility regarding duties and routines	
C. Classroom control and management	
D. Physical appearance of classroom	
E. Use and care of equipment	

Personal/Professional Qualities: This category is worth 10% of the Summative Evaluation

Category	1 pt each
A. Enthusiasm	
B. Adaptability	
C. Judgement	
D. Appearance (dress & grooming)	
E. Poise, Self Confidence and Self Control	
F. Alertness	
G. Parent Relationships	
H. Professional Relationships	
I. Attendance	
J. Professional Development	
Total Points	0

End of Year Summative Evaluation Rating to be transferred to the Summative Evaluation Form

Highly Effective: Teacher had no areas of improvement noted since the previous summative evaluation and scored 100 on the Summative Evaluation Worksheet.

Effective: Teacher had at least one area of improvement noted since the previous summative evaluation and this area earned a satisfactory rating at the end of the annual evaluation cycle. Teacher scored 80-100 on the Summative Evaluation Worksheet.

Minimally Effective: Teacher had at least one improvement area noted since the previous summative evaluation and this area was not rated satisfactory by the end of the annual evaluation cycle and scored 60-79 on the Summative Evaluation Worksheet.

Ineffective: Teacher Summative Evaluation was Unfavorable and scored 0-59 on the Summative Evaluation Worksheet.