

Hartland Consolidated Schools

Updated 10-26-17

Classroom Evaluation Form

Summative Evaluation Form

Teacher: _____ **School:** _____ **Date:** _____

Subject or Grade: _____ **Time In:** _____ **Time Out:** _____

Evaluations are based on formal and informal observations throughout the year. All comments for this evaluation will be found as an attachment.

Instruction:	40% of Summative Evaluation			
	S	FA	US	NO
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	40% of Summative Evaluation			
	S	FA	US	NO
Evidence of student growth through use of a GRASP Goal				
GRASP Goal Approved on:	<input style="width: 200px; height: 20px;" type="text"/>			

Management:	10% of Summative Evaluation			
	S	FA	US	NO
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: 10% of Summative Evaluation	S	FA	US	NO
A. Enthusiasm				
B. Adaptability				
C. Judgment				
D. Appearance (dress & grooming)				
E. Poise, Self Confidence and Self Control				
F. Alertness				
G. Parent Relationships				
H. Professional Relationships				
I. Attendance				
J. Professional Development				
	Observed	Not Observed		
L. Significant Special Training				
M. Significant Relevant Accomplishments and Contributions				

Ratings: S = Satisfactory FA = Focus Area
 US = Unsatisfactory NO = Not Observed

If any areas are checked "Focus Area" or "Unsatisfactory", additional comments shall be included to indicate why and how a teacher could improve. If a teacher so desires, he/she may include any comments about any areas. Additional pages may be attached to this form by either the observer or the teacher. Positive comments are also encouraged.

_____ Based upon this evaluation, the Evaluator finds the work of the teacher to be "Favorable".
 _____ Based upon this evaluation, the Evaluator finds the work of the teacher to be "Unfavorable".

End of Year Summative Evaluation Rating: To be completed on Summative Evaluation Only
Each rating area must also consider the score earned on the Summative Evaluation Worksheet which must be attached to the Summative Evaluation.

- Highly Effective:** Teacher had no areas of improvement noted since the previous summative evaluation.
- 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.
- 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.
- Ineffective:** Teacher Summative Evaluation is Unfavorable.

 Evaluator Signature Date

The teacher will sign and return this evaluation to the evaluator. Signature by teacher signifies receipt of the Evaluation Form only.

 Teacher Signature Date