

**ST. JOHN PARISH SCHOOL SYSTEM
MASTER TEACHER EVALUATION FORM**

Evaluatee: _____

School or Work Site: _____

Evaluator: _____

Position: _____

Evaluation Period: _____

Date of Evaluation: _____

Total Number of Observations: _____

Conferences _____

Directions: Using the rating scale below, evaluate job performance in each task area by marking the column appropriately as indicated in the rating scale below:

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

<i>Satisfactory</i>	Meets expected levels of performance most of the time.
<i>Needs Improvement</i>	Performance is below that expected by the St. John Parish School Board and deficiencies must be eliminated. Written documentation is required.
<i>Unsatisfactory</i>	Performance is of such a serious nature as to terminate employment if substantial improvement is not shown. Written documentation is required.

PERFORMANCE RESPONSIBILITIES	Rating	Comments
1. Coordinates and conducts whole faculty and grade level meetings focusing on assessment - curriculum - core, supplemental, and intervention programs - scientifically-based research - and classroom management		
2. Spends at least 20% of each day (2 periods) pushing-into the classroom teaching model lessons to whole groups and small groups of students.		
3. Assists teachers with classroom management, grouping techniques, and designing independent work.		
4. Provides support and assistance to all classroom teachers in the full implementation of the district's reading / language arts program.		
5. Develops the schedule and class roster for the Response to Intervention teacher at the school site.		
6. Coordinates DIBELS testing at each school site.		
7. Creates, implements, organizes, and monitors effective after school and Saturday programs.		
8. May serve as the test coordinator at the school site.		
9. Leads on-site professional development.		
10. Assists teachers in building an interactive classroom environment focused on the content and learning strategies embedded in the program.		
11. Conducts classroom observations and provides "next step" support for all teachers.		
12. Serves as a resource in identifying appropriate instructional strategies and interventions to improve student achievement for all students including English learners, standard English learners, students enrolled in Special Education Programs, and students with diverse learning needs.		
13. Assists teachers in preparation and pacing for instruction.		
14. Monitors program effectiveness by gathering, managing and analyzing data at the school level, and teaches the faculty how to use data to change instruction.		

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
15. Is the resource for intensive assistance and support for teachers in need of assistance such as: reviewing lesson plans, observing instruction and assessment, modeling lessons, reviewing progress monitoring data, and reviewing student outcome data per set schedule.		
16. Works as an active member of the School Improvement Plan Committee.		
17. Coordinates and works with administrators to ensure effective instruction in the classrooms.		
18. Monitors and assists in implementing interventions conducted by the classroom teacher and/or interventionist.		
19. Provides accurate program evaluation information and reports as requested by principal and superintendent		
20. Collaborates and coordinates efforts with other curriculum school-based personnel to ensure effective literacy instruction is provided.		
21. Attends all meetings and trainings as assigned.		
22. Monitors intervention effectiveness with assessment data and provides support to teachers as needed.		
23. Communicates with Principal on school-wide progress.		
24. Maintains records, such as a daily activities log, professional development agendas, sign-in sheets, etc.		
25. Assisted by his/her evaluator, collaboratively develops and implements a professional growth plan based on the district's Personnel Evaluation criteria.		
26. Monitors grade level and subject area curriculum planning and evaluation		
27. Serves on task forces and decision-making committees as assigned		
28. Assists teachers in implementing the school improvement plan		
29. Assists teachers with the use of audio/visual materials/equipment as instructional tools and maintains a log of equipment usage.		
30. Assists teachers in encouraging parents/caregivers to become active partners in their children's education and to become involved in school and classroom		
31. Assists teachers in seeking community involvement in instructional program		
32. Uses grammatically correct written and spoken language		
33. Follows the rules and regulations of the St. John the Baptist Parish School Board		
34. Follows the time and/or duty schedule authorized by the school principal for the day and extracurricular activities.		
35. Is prompt and diligent when supervising students in hallways and classrooms and escorts students if necessary		
36. Accounts for and is responsible for the proper care of the classroom, textbooks, pupil desks, materials, furniture, and other equipment which is assigned		
37. Notifies the principal promptly in case of absence, and communicates in advance the date of return so that proper provisions can be made for hiring substitute teacher		
38. Knows and follows the school district's adopted Code of Discipline		
39. Maintains neat, accurate, current and complete records and reports and submits same on time to the appropriate personnel when requested		
40. Attends school regularly and arrives punctually		

Rating Scale: **S** – Satisfactory **NI** – Needs Improvement **U** – Unsatisfactory

PERFORMANCE RESPONSIBILITIES	Rating	Comments
41. Works cooperatively in sharing knowledge, expertise, and skills with others		
42. Displays proper respect for superiors		
43. Observes professional lines of communication at all times with individuals inside and outside the school system		
44. Maintains the confidentiality of school and student records		
45. Maintains the confidentiality of teacher observations.		
46. Serves as an acceptable model for students, demonstrates personal and intellectual honesty and respects the rights of others		
47. Makes use of constructive criticism and avoids use of sarcasm, undue criticism, inappropriate language and behavior, and use of racial and/or ethnic slurs when dealing with others		
48. Accepts other duties as may be assigned which are related to the scope of the job		

The evaluatee is recommended for continued employment: Yes_____ No_____

REMARKS: _____

Evaluator: _____ Date: _____

The signature below indicates the evaluatee has seen and been provided with a copy of the evaluation. It does not indicate either agreement or disagreement with the results of the evaluation.

Evaluatee: _____ Date: _____