

Teacher Performance Appraisal Instrument CLEVELAND COUNTY SCHOOLS

Teacher's Name _____ School Date

The primary purpose of the employee performance appraisal system is to assist employees to improve the instructional program for students. The appraisal system encourages job performance improvement and professional growth, which contribute to the effectiveness with which employees carry out their work.

INSTRUCTIONS

- Based on the evidence from observation, artifacts, and discussion, the evaluator is to rate the teacher's performance with respect to the 8 major functions of teaching listed below.
 - The evaluator must add pertinent comments at the end of each major function for which a rating of Above Standard, Below Standard, or Unsatisfactory is given.
 - The teacher is provided an opportunity to react to the evaluator's ratings and comments.
 - The evaluator and the teacher must discuss the results of the appraisal and any recommended actions pertinent to it.
 - The teacher and the evaluator must sign the instrument in the assigned spaces.
 - The instrument must be filed in the teacher's personnel folder.
 - The rating scale will include the four Levels of Performance described below.
4. Above Standard
Performance within this function area is consistently high. Teaching practices are demonstrated at a high level. Teacher seeks to expand scope of competencies and undertakes additional, appropriate responsibilities.
 3. At Standard
Performance within this function area is consistently adequate/acceptable. Teaching practices fully meet all performance expectations at an acceptable level. Teacher maintains an adequate scope of competencies and performs additional responsibilities as assigned.
 2. Below Standard
Performance within this function area is sometimes inadequate/unacceptable and needs improvement. Teacher requires supervision and assistance to maintain an adequate scope of competencies and sometimes fails to perform additional responsibilities as assigned.
 1. Unsatisfactory
Performance within this function area is consistently inadequate/unacceptable and most practices require considerable improvement to meet minimum performance expectations. Teacher requires close and frequent supervision in the performance of all responsibilities.

<input type="checkbox"/> Above Standard	<input type="checkbox"/> At Standard	<input type="checkbox"/> Below Standard	<input type="checkbox"/> Unsatisfactory
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1. Major Function: **Management of Instructional Time**
 - 1.1 Teacher has materials, supplies, and equipment ready at the start of the lesson or instructional activity.
 - 1.2 Teacher gets the class started quickly.
 - 1.3 Teacher uses available time for learning and keeps students on task.

Comments: