

## ***Classroom Management***

A teacher is expected to manage his/her classroom as it relates to: student discipline, the physical appearance of the classroom, record keeping responsibilities, instruction, and the effective supervision of classroom activities / field trips, special occasions, etc.

<b>Expectation</b>	<b>Rating</b>	
1. Maintain student discipline and provide an environment that is safe for students.		
2. Create a classroom environment that is dedicated to learning.		
3. Provide a neat classroom environment that is free of clutter and safe for students.		
4. Submit all reports required at the building level and central office level in a timely manner and in a neat, organized fashion.		
5. Lesson plans are complete with clear directions, assignments, and necessary materials to effectively teach the lesson.		
6. Maintain a high level of student time-on-task.		
7. Supervise hallways. Start class promptly, prepared to give students instruction as it relates to the adopted courses of study.		
8. Be prompt to school, teachers' meetings and related activities.		
9. Teacher's percent of attendance is consistently high.		

### **Comments:**

## ***Instruction***

A teacher is expected to develop an instructional approach that will provide for the needs of all students in a learning environment that is student centered as well as subject centered.

<b>Expectation</b>	<b>Rating</b>	
1. Create an environment that will maximize the potential of all students, meeting the individual needs of the student.		
2. Develop an environment that is child-centered as well as subject-centered.		
3. Be familiar with computer technology and advanced curriculum. Use existing software to develop classroom activities to fit the needs of the students.		
4. Instill in the students skills for acceptable oral and written communication.		
5. Be willing to try new approaches positively and objectively, and utilize a variety of teaching techniques and materials.		
6. Use effective learning/achievement techniques with students.		
7. Implement district-wide adopted programs as they pertain to current teaching assignment.		
8. Promote higher level thinking skills.		
9. Assign tasks and asks questions that students handle with a high rate of success.		

### **INSTRUCTION (Continued)**

**Rating Key:** S = Satisfactory    NI = Needs Improvement (See Comments)    N/O = Not Observed    N/A = Not Applicable

10. Begin lesson or instructional activity with a review of previous material.		
11. Introduce the lesson or instructional activity by stating its purpose.		
12. Summarize the main point(s) of the lesson at the end of the lesson or instructional activity.		
13. Present the lesson using language that is understandable to the students.		
14. Make sure the assignments are clear.		
15. Provide relevant examples and demonstrations to illustrate concepts, principles, and skills.		
16. Speak fluently and precisely.		
17. Make transitions between lessons and instructional activities efficiently and smoothly.		
18. Present lessons at an appropriate pace for student understanding.		

**Comments:**

**Teacher-Student Relations**  
 A teacher is expected to develop positive teacher-student relations with every student to whom he/she provides instruction. Appropriate teacher expectations relating to achievement of students, teaching /learning styles, student self-esteem and student success shall be developed and promoted.

Expectation	Rating	
1. Work positively with students - instructing in appropriate behavior.		
2. Foster pride among students as it relates to their individual performance and the school's reputation.		
3. Foster a feeling of success among students at all levels and encourage students to build upon that success.		
4. Establish rapport with each student. Be available to students, interacting with them in dealing with their personal, social and academic problems.		

**Comments:**

### ***Teacher-Parent Relations***

A teacher is expected to actively develop partnerships with parents for the benefit of the students and the school. Special emphasis should be placed on the effective use of Parent/Teacher Conferences, on-going open communication with parents and promoting Parent-Teacher Organizations to provide a variety of support programs.

<b>Expectation</b>	<b>Rating</b>	
1. Develop a working partnership that includes parents, teachers and building administrators.		
2. Become proficient in effective methods of open communication with parents using such vehicles as parent/teacher conferences, periodic written reports to parents, school sponsored programs and presentations, periodic phone conversations with parents, etc.		
3. Involve parents in educational decisions by communicating early and often with parents concerning academic, behavioral and other school issues related to the student.		

**Comments:**

### ***Proficiency Testing***

A teacher is expected to provide an instructional and learning environment conducive to students acquiring and maintaining skills necessary to pass proficiency tests.

<b>Expectation</b>	<b>Rating</b>	
1. Use effective instructional methodologies that promote the acquisition of skills by students necessary for passing the proficiency tests.		
2. Use effective assessment techniques that promote the acquisition of skills by students necessary for passing the proficiency tests.		
3. Develops and implements appropriate intervention strategies for each individual child that is experiencing difficulty in the acquisition of skills necessary for passing the proficiency tests.		
4. Conducts analysis of student assessment data to determine areas of weakness for individual students.		
5. Conducts analysis of student assessment data to determine weaknesses in his/her instructional program.		
6. Conducts analysis of student assessment data to determine weaknesses in existing curriculum materials and courses of study.		
7. Uses analysis of student assessment data to design an instructional program, provide effective intervention to individual students and ensure effective curriculum materials and courses of study that address proficiency test skills.		

**Comments:**

### **Professional Development**

A teacher is expected to participate in professional development by attending in-service activities and by collaborating with their colleagues. Professional development should address proficiencies in implementing the adopted courses of study, instructional approaches, use of technology in the classroom and lab settings and other appropriate topics related to one's teaching assignment.

<b>Expectation</b>	<b>Rating</b>	
1. Become proficient in implementing courses of study that pertain to teaching assignment.		
2. Maintain proficiencies in basic instructional skills that pertain to teaching assignments.		
3. Become aware of new trends and concepts within assigned curricular areas.		
4. Become aware of new instructional approaches that have been proven effective within assigned curricular areas.		
5. Collaborate with peers to effectively implement the courses of study.		
6. Collaborate with peers to investigate and evaluate new approaches and methods of instruction.		
7. Collaborate on the planning and conducting of field trips, classroom activities and special occasions.		
8. Collaborate for the purpose of team teaching and/or mentoring when appropriate.		
9. Collaborate on the development and implementation of appropriate modifications for students with special needs and other students when appropriate.		
10. Become an active participant in the development of courses of study and selection of appropriate materials, technology, textbooks and methodology.		
11. Collaborate with building principal to create a building environment that is positive, supportive and professional.		

**Comments:**