

**Central California Conference
SUMMATIVE EVALUATION
Certificated/Instructional Personnel**

Teacher Name _____

Assignment _____

School _____

A. Suitable Learning Environment

Respond to items 1-9 to the extent that they describe the management of the classroom.

1. Maintains effective and consistent classroom discipline.
2. Maintains positive emotional climate.
3. Maintains a clean, orderly and safe classroom.
4. Uses learning time effectively.
5. Is sensitive to student needs.
6. Uses appropriate motivation and reinforcement techniques.
7. Develops student self-government.
8. Is attentive to the health and safety of students.
9. Displays appropriate learning materials.

Comments:

B. Adherence to Curricular Objectives

Discuss items 1-4 with the teacher. Respond to each item as it describes teacher preparation.

1. Maintains lesson plans that reflect the importance of the development of knowledge, skills, and concepts.
2. Follows adopted frameworks and curriculum guides.
3. Writes appropriate learning objectives.
4. Uses adopted textbooks and materials in the instructional program.

Comments:

Teacher Name _____ School _____

C. Instructional Techniques and Strategies

Respond to items 1-11 as it describes teaching techniques.

1. Uses effective motivational strategies.
2. Uses a variety of teaching strategies.
3. Uses a variety of instructional materials and equipment.
4. Teaching strategies and activities are focused on specific and identifiable objectives.
5. Uses strategies to develop higher level thinking skills.
6. Provides appropriate (distributive and massed) practice, including appropriate homework.
7. Uses effective long and short range lesson plans.
8. Demonstrates mastery of subject matter.
9. Promotes participation of the learner.
10. Provides feedback on student performance.
11. Plans so that substitute teachers can function effectively.

Comments:

D. Progress of Pupils Toward Expected Achievement

Respond to items 1-7 as it describes student learning.

1. Maintains complete and accurate records.
2. Assesses student progress using objective data.
3. Uses student performance data to adapt teaching strategies.
4. Provides frequent feedback to students and parents.
5. Writes tests that match the learning objectives and the curriculum guides.
6. Utilizes appropriate techniques to identify student and class needs.
7. Uses varied evaluative techniques to measure student progress.

Comments:

Teacher Name _____ School _____

E. Professional Relationships

Respond to items 1-5 as it describes professional responsibilities.

- 1. Dresses professionally.
- 2. Exhibits initiative in professional growth activities.
- 3. Communicates effectively.
- 4. Works cooperatively with administration and staff.
- 5. Fulfills adjunct duties.
- 6. Exhibits punctuality when fulfilling professional duties.

Comments: _____

F. Community Relations

Respond to items 1-4 as it describes commitment and dedication to the school community.

- 1. Adheres to the lifestyle of the Seventh-day Adventist Church.
- 2. Promotes the philosophy and beliefs of the Seventh-day Adventist Church.
- 3. Works effectively with and enjoys dealing with parents.
- 4. Supports and participates in community groups and activities.

Comments: _____

Note: Signature of the teacher acknowledges receipt of this document and does not imply agreement with all statements. The teacher is encouraged to write any comments, disagreements, explanations, or amendments below.

Name of Teacher _____

Name of Evaluator _____

Signature of Teacher _____

Signature of Evaluator _____

Date _____

Date _____

School _____