

APPENDIX 5-A Evaluation Criteria & Indicators – Certificated Non-Classroom Teachers (TPEP-exempt only)

1. Instructional Skill – The certificated classroom teacher demonstrates, in his or her performance, a competent level of knowledge and skill in designing and conducting an instructional experience, to wit:
 - a. Uses District-adopted curriculum, District grade level targets, District goals, and state essential academic learning requirements to provide learning experiences appropriate to the course of study.
 - b. Maintains an appropriate balance of assignments and activities within the course of study.
 - c. Utilizes clear and concise lesson assignments.
 - d. Makes appropriate provision for differences in student ability, interest, experience and cultural values.
 - e. Allows students to pursue topics independently.
 - f. Helps students to develop effective work habits.
 - g. Uses individual students' talents and interests for class development.
 - h. Uses assessment to interpret student progress toward course objectives, utilizing student self-evaluation when appropriate.
 - i. Uses assessment techniques which allow students to receive frequent feedback to make learning tasks more meaningful.
 - j. Uses assessment techniques which encourage the students to establish and use standards and methods of evaluation for their own work.
 - k. Uses assessment techniques which encourage and help students to analyze and revise their own work.
 - l. Considers possible alternatives regarding remedial action.
 - m. Analyzes effectiveness of assessment techniques to determine problems and solutions.
 - n. Communicates clearly and correctly in speech and writing.
 - o. Provide opportunity for students to develop intellectual curiosity and the ability for independent, critical, and creative thinking.
 - p. Monitors student progress during instruction and makes adjustments based on observed progress.
 - q. Closes lesson in a manner that reinforces learning.
 - r. Uses learning activities that are relevant to the objectives, and avoids activities that are not relevant to the lesson.
 - s. Uses principles of effective practice, including the selection of a limited number of new concepts, monitoring, guided practice, assigning independent practices when a student has demonstrated sufficient understanding to benefit from such practice.

2. Classroom Management – The certificated classroom teacher demonstrates, in his or her performance, a competent level of knowledge and skill in organizing the physical and human elements in the educational setting.
 - a. Selects and prepares equipment and materials in advance of the lesson.
 - b. Provides a classroom climate and physical environment conducive to student learning.
 - c. Selects/creates and uses curricular/instructional materials and media appropriate to the pupil(s), subject matter, and the outcome/objective to be achieved.
 - d. Identifies and appropriately uses instructional resources available throughout the District and the community.
 - e. Organizes individual, small group or large group learning experiences as appropriate to the pupil(s), subject matter and outcomes desired.
 - f. Establishes and communicates to parents and students clear expectations for classroom operational processes and procedures (e.g. grading/reporting procedures, attendance policies, homework expectations, student behavior, etc.)
 - g. Implements strategies that maintain a high level of the students' time directed towards learning.

3. Professional Preparation and Scholarship – The certificated classroom teacher exhibits, in his or her performance, evidence of having a theoretical background and knowledge of the principles and methods of teaching and a commitment to education as a profession, to wit:
 - a. Provides for individual differences in rate and style of learning.
 - b. Uses an appropriate variety of teaching techniques.
 - c. Develops summaries and reinforcements which support learning and encourage thought.
 - d. Implements statutes and rules/regulations which have implications for the professional's practice or subject matter specialization.
 - e. Demonstrates, in his or her performance as a classroom teacher, commitment to the profession and its code of ethics.
 - f. Participates in building and District-based professional growth activities.
 - g. Attends staff and/or teaching group meetings.
 - h. Is familiar with current learning theories and basic principles and methods of teaching.

4. Effort Toward Improvement When Needed – The certificated classroom teacher demonstrates an awareness of his or her limitations and strengths and demonstrates continued professional growth, to wit:
 - a. Assesses lessons in terms of student response to the techniques, activities and materials used.
 - b. Uses the results of such assessments to continue and/or modify teaching practices.
 - c. Works with colleagues to evaluate the effectiveness of the total school program.
 - d. Uses the results of self-appraisal and evaluative recommendations to continue, modify or improve teaching practices and instructional programs.
 - e. Uses information from students, parents, peers, and supervisors and documents to improve performance.

5. Handling of Student Discipline and Attendant Problems – The certificated classroom teacher demonstrates the ability to manage the non-instructional human dynamics in the educational setting, to wit:
 - a. Involves students in establishing and carrying out classroom rules and procedures.
 - b. Involves students in leadership roles and group decision making.
 - c. Expects students to use democratic procedures and show consideration for the rights of others.
 - d. Considers personal needs, morale, self-respect, self-discipline and individual responsibility when dealing with students.
 - e. Demonstrates understanding of student behavior, consistency and tolerance.
 - f. Maintains classroom control and discipline appropriate to the particular teaching situation or other observed school-connected behavior.
 - g. Enlists the assistance of Counselors, Vice-Principal, Principal and other supportive personnel when appropriate.
 - h. Develops strategies to promote positive interpersonal relationships in the classroom.

6. Interest in Teaching Pupils – The certificated classroom teacher demonstrates an understanding of and commitment to each pupil, taking into account each individual's unique background and characteristics. The certificated classroom teacher demonstrates an interest in interacting or in working with pupils, to wit:
 - a. Makes appropriate use of information in cumulative and other school records.
 - b. Consults with parents or guardians as appropriate.
 - c. Selects and utilizes appropriate diagnostic tools.
 - d. Surveys students in a group and/or consults with them individually.
 - e. Conveys a sense of enthusiasm.
 - f. Deals with personal information and communication in an ethical manner.
 - g. Complies with the provisions of Individual Education Plans (IEP) and Section 504 plans.

- h. Participates in student intervention processes, e.g., Section 504, Individual Education Plan (IEP), Care Team, etc.
 - i. Encourages equitable student participation.
 - j. Recognizes and acts to eliminate dehumanizing language and stereotype biases.
 - k. Promotes students' awareness of their own efforts and accomplishments.
7. Knowledge of Subject Matter – The certificated teacher demonstrates a depth and breadth of knowledge of theory and content in general education and subject matter specializations appropriate to the elementary and/or secondary level(s), to wit:
- a. Establishes objectives which are clear, specific and measurable.
 - b. Establishes objectives which are appropriately organized and structured in a logical sequence according to what precedes and what follows in the development of the subject.
 - c. Possesses, demonstrates and maintains competence in his or her teaching field.
 - d. Integrates subject matter area(s) with other disciplines.
 - e. Assists students in understanding the relationships and relevance of subjects taught to the students educational or life experiences.
8. Professional Relationships – The certificated teacher relates in a professional manner to students, parents, volunteers, and educational personnel.
- a. Addresses conflict or disagreement at the lowest possible level when it is safe.
 - b. Communicates respectfully even when disagreements, objections, and/or complaints occur.