

## Lincoln Park Teacher Evaluation Process

As per district policy # 3221 – Evaluation of Non-Tenured Teaching Staff Members, non-tenured teaching staff members are observed no fewer than three times during each school year. In addition to three classroom observations, a mid-year evaluation and an annual evaluation is also provided. All evaluations are in narrative form and the annual evaluation provides an area to identify pupil progress and growth. Informal evaluations throughout the year also take place and are used during the mid-year and annual evaluation.

The formal district observation report is done in narrative form and is composed of the following four areas of performance criteria, with subsections in each criteria:

- **Classroom Climate**
  1. Physical environment is safe and nurturing.
  2. Positive motivation used
  3. Informed participation is encouraged.
  4. All students feel free to be involved in the class.
  5. Active leadership is demonstrated.
  6. Students treated with respect.
- **Planning**
  1. All class time is planned.
  2. Short and long-range goals are evident.
  3. Lesson plans are clear and detailed.
  4. Learning activities relate to the scope and sequence.
  5. Instructional plan shows an understanding of content and various approaches to skill development.
  6. Planning takes into consideration student strengths and weaknesses.
- **Instruction**
  1. Explanation and presentations are clear.
  2. Emphasis on active learning.
  3. Checks for student comprehension.
  4. Opportunities for students to practice skill development (guided and/or independent).
  5. Grouping, methods, and materials selected in accordance with objectives.
- **Management Skills**
  1. Monitoring of all student activity related to instruction.
  2. Maximum on-task for students.
  3. Limits of behavior are clearly communicated and enforced.
  4. Teacher monitors rest of class while working with individuals.
  5. Teaching transitions demonstrate pre-planning and are smooth.
  6. Students are treated in a fair and consistent manner.
  7. Appropriate use of praise.
  8. Moves about the room to monitor instructional activities, behavior and attentiveness of students.

The form also provides for an area for comments/recommendations. In this section deficiencies and strengths are identified, as well as recommendations and directions on

how to improve teacher performance. The result of the observation process allows the administration to make decisions on staff placement/ retention as well as information on professional development needs within the district.

The evaluation of the tenured staff members is performed with the same evaluation form used for a non-tenured teacher. The tenured teaching staff members are formally evaluated at a minimum of one time per year. In addition to the one formal evaluation, the tenured teacher also receives a written annual evaluation.