

LINCOLN PARK PUBLIC SCHOOLS

SCHOOL YEAR \_\_\_\_\_

CONFIDENTIAL ANNUAL EVALUATION

Teacher: \_\_\_\_\_ Assignment: \_\_\_\_\_ School: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_

Classroom Observation Dates: \_\_\_\_\_

\_\_\_\_\_

PHILOSOPHY STATEMENT

*The Lincoln Park Public Schools are committed to the continuation of the district's strong educational program. A vital component of a strong educational program is an effective teacher evaluation system that focuses on the recognizing strengths as well as improving instructional and management strategies to most effectively promote student growth and continual progress.*

*While the primary focus of the evaluation process is to improve instruction to best facilitate pupil growth, teacher evaluation requires that teachers meet established performance expectations. The evaluation process is a cooperative effort on the part of the evaluator and teacher. To be effective, the process must be continuous and constructive in nature and must take place in an atmosphere of mutual trust and respect. The resulting dialogue between teacher and evaluator is meant to promote ongoing professional growth and development.*

If non-tenured, do you recommend employment for next year? Yes \_\_\_\_\_ No \_\_\_\_\_

Evaluator: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

*Teacher's signature does not necessarily indicate agreement with this document's contents, only that it has been reviewed with the evaluator and a copy received. Teacher's optional written response should be received ten (10) days from this conference and will be attached to this annual evaluation.*

Superintendent's Review: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

School: \_\_\_\_\_

The checklist and narrative below, based on job description, reflect both the formal observation process and informal observations during the school year. The narrative will address Professionalism and Growth, Indicators of Pupil Progress and Growth, Recommendations, Commendations, and Summary of Professional Improvement Plan (if applicable).

**M** *Meets all professional expectations*  
**I** *Improvement needed*

### CLASSROOM CLIMATE

- \_\_\_\_\_ Physical environment is safe and nurturing.
- \_\_\_\_\_ Positive motivation used.
- \_\_\_\_\_ Informed participation is encouraged.
- \_\_\_\_\_ All students feel free to be involved in the class.
- \_\_\_\_\_ Active leadership is demonstrated.
- \_\_\_\_\_ Students treated with respect.

### PLANNING

- \_\_\_\_\_ All class time is planned.
- \_\_\_\_\_ Short and long-range goals are evident.
- \_\_\_\_\_ Lesson plans are clear and detailed.
- \_\_\_\_\_ Learning activities relate to the scope and sequence.
- \_\_\_\_\_ Instructional plan shows an understanding of content and various approaches to skill development.
- \_\_\_\_\_ Planning takes into consideration student strengths and weaknesses.

### INSTRUCTION

- \_\_\_\_\_ Explanations and presentations are clear.
- \_\_\_\_\_ Emphasis on active learning.
- \_\_\_\_\_ Checks for student comprehension.
- \_\_\_\_\_ Opportunities for student to practice skill development (guided and/or independent).
- \_\_\_\_\_ Groupings, methods, and materials selected in accordance with objectives.

### MANAGEMENT SKILLS

- \_\_\_\_\_ Monitoring of all student activity related to instruction.
- \_\_\_\_\_ Maximum on-task for students.
- \_\_\_\_\_ Limits of behavior are clearly communicated and enforced.
- \_\_\_\_\_ Teacher monitors rest of class while working with individuals.
- \_\_\_\_\_ Teaching transitions demonstrate pre-planning and are smooth.
- \_\_\_\_\_ Students are treated in a fair and consistent manner.
- \_\_\_\_\_ Appropriate use of praise.
- \_\_\_\_\_ Moves about the room to monitor instructional activities, behavior, and attentiveness of students.

Teacher: \_\_\_\_\_ School: \_\_\_\_\_

**INDICATORS OF PUPIL PROGRESS AND GROWTH:**

The following indicators are used to determine pupil progress and growth:

- |  |  |
|--|--|
| _____ Attendance Records                 | _____ Performance Objectives (Plan Book) |
| _____ BSI Consultation                   | _____ Progress Reports                   |
| _____ Class Participation                | _____ Special Services Contact           |
| _____ Homework Assignments               | _____ State Assessments                  |
| _____ Growth Monitoring Tools (BSI-SGES) | _____ Teacher-Prepared Tests             |
| _____ Parental Interviews                | _____ Written Assignments                |
| _____ Report Cards                       | _____ Student Projects                   |
| _____ Informal Tests and Quizzes         | _____ Other (specify) _____              |

Pupil progress has been demonstrated:

Yes \_\_\_\_\_ No \_\_\_\_\_ Needs Improvement \_\_\_\_\_ (specify)

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**PROFESSIONALISM AND GROWTH:**

**RECOMMENDATIONS/COMMENDATIONS:**

**SUMMARY OF PROFESSIONAL IMPROVEMENT PLAN:**