

## **TEACHER EVALUATION**

An evaluation of each instructor is to be done on a regular basis, both announced and unannounced, but no less than once a year. It is an opportunity for the director to become acquainted with the teacher's instructional style and abilities. It may result in suggestions for improvement, as well as commendations for specific strengths. It is also an opportunity for the instructor to provide feedback on the evaluation and to develop dialog between the director and the instructor. An awareness of the quality of instruction in your institution may assist in preventing problems in the classroom.

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**TEACHER EVALUATION**  
**SCHOOL NAME**  
**SCHOOL LOCATION**

Teacher \_\_\_\_\_ Course \_\_\_\_\_  
No. of Students \_\_\_\_\_  
Length of Visit \_\_\_\_\_ Date of Visit \_\_\_\_\_

Mark each item according to the following scale:

**G=Good I=Improvement Desired N=Not Observed U=Unsatisfactory**

**A. Teaching Techniques**

1. Utilizes notebook and/or other guides effectively. \_\_\_\_\_
2. Demonstrates sufficient mastery of content. \_\_\_\_\_
3. Makes effective use of a variety of available materials. \_\_\_\_\_
4. Makes clear, practical demonstrations. \_\_\_\_\_
5. Provides for student participation. \_\_\_\_\_
6. Uses logical, purposeful and thought-provoking questions. \_\_\_\_\_
7. Provides interesting and adequate reinforcement. \_\_\_\_\_
8. Varies procedures in working with pupils of varying abilities. \_\_\_\_\_
9. Provides motivation. \_\_\_\_\_

**B. Effective Planning**

1. Displays evidence of teacher preparation. \_\_\_\_\_
2. Directions to students are clearly thought out and well stated. \_\_\_\_\_
3. Materials for class are organized and available. \_\_\_\_\_
4. Provides enrichment and/or remediation where needed. \_\_\_\_\_
5. Is aware of adequate pacing. \_\_\_\_\_
6. Carefully plans student assignments. \_\_\_\_\_

**C. Student/Teacher Relationships**

1. Maintains student interest and attention. \_\_\_\_\_
2. Works constructively with individual or group. \_\_\_\_\_
3. Manages routine so as to avoid confusion. \_\_\_\_\_
4. Exhibits poise, voice control, and tact. \_\_\_\_\_
5. Graciously accepts less than "right" response with slow students. \_\_\_\_\_
6. Uses positive statements to students. \_\_\_\_\_
7. Makes supportive statements to students. \_\_\_\_\_
8. Maintains a friendly and respectful teacher-student relationship. \_\_\_\_\_

**D. Classroom Environment**

1. Environment is generally neat and attractive. \_\_\_\_\_
2. Teacher is aware of proper heat, light, and ventilation. \_\_\_\_\_

**E. Commendable Features**

**F. Suggestions for Improvement**

**G. Instructor's Comments**

Director \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_