

WEST BATON ROUGE PARISH SCHOOL SYSTEM SPECIAL EDUCATION TEACHER EVALUATION

Teacher _____ Location _____

Evaluator _____ Date _____

Years in Position 0-3 4+

Directions: The evaluator is to indicate the appropriate rating of each major topic by placing a circle around the S, NI, or U. The evaluator shall then mark each item under the major headings using (S) to denote satisfactory performance, (NI) to denote needs improvement, or (U) to denote unsatisfactory performance.

PERFORMANCE RESPONSIBILITIES

A. PLANNING	S	NI	U
• Conducts initial and/or review IEP conferences as appropriate	—	—	—
• Develops appropriate short-term objectives and/or goals based on continuous assessment	—	—	—
• Identifies, plans and instructs based on individual differences	—	—	—
• Plans effectively for instruction by designing daily lesson plans which incorporate short-term objectives	—	—	—
 B. INCLUSION/MANAGEMENT	 S	 NI	 U
• Insures appropriate scheduling of students into regular classes as indicated on IEP	—	—	—
• Conducts periodic conferences concerning student progress with parents and regular education teachers where indicated	—	—	—
• Completes and maintains in a timely manner all required records such as monthly class rolls, IEP forms, confidential records, requisitions, progress reports, etc.	—	—	—
• Completes re-evaluation forms in a timely manner according to Pupil Appraisal requirements	—	—	—
• Creates a classroom environment conducive to learning and appropriate to the functioning levels of students	—	—	—
• Maximizes the amount of time available for instruction	—	—	—
• Performs duty assignments	—	—	—
 C. INSTRUCTION	 S	 NI	 U
• Delivers instruction effectively	—	—	—
• Implements short-term objectives/goals as indicated by the IEP	—	—	—
• Employs a variety of methods and techniques and materials	—	—	—
• Integrates technology into instruction	—	—	—
• Presents appropriate content	—	—	—
• Provides opportunities for student involvement in the learning process	—	—	—
• Assesses student progress on an on-going basis and modifies instruction accordingly	—	—	—
 D. SCHOOL IMPROVEMENT	 S	 NI	 U
• Takes an active role in building-level <i>decision</i> -making	—	—	—
• Participates in grade-level and subject-area curriculum planning and evaluation	—	—	—
• Serves on task forces and decision-making committees, when appropriate	—	—	—
• Implements School Improvement Plan	—	—	—
• Creates partnerships with parents/caregivers and colleagues	—	—	—
• Provides clear and timely information to parents/caregivers and colleagues regarding classroom expectations, student progress, and ways they can assist learning	—	—	—

- Encourages parents/caregivers to become active partners in their children's education and to become involved in school and classroom — — —
- Seeks community involvement in instructional program — — —

E. PROFESSIONAL GROWTH AND DEVELOPMENT..... **S NI U**

- Displays evidence of professional growth and participation in Special Education in-service sessions — — —
- Demonstrates an awareness of current trends in Special Education — — —
- Provides in-service on Special Education Services to school staff upon request — — —
- Plans for professional self-development — — —

F. PERSONAL TRAITS..... **S NI U**

Exhibits:

- Poise, self-confidence, enthusiasm and optimism — — —
- Punctuality — — —
- Dependability — — —
- Acceptable speech and grammar — — —
- Effective communication with students, parents, and other adults — — —
- Discreet handling of confidential information — — —
- Unbiased attitude regarding race, sex, creed, religion, or disability — — —
- Use of suggestions for improvement — — —
- Flexibility — — —

SPECIAL EDUCATION TEACHER'S PERFORMANCE AT THIS TIME IS:

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

PROGRESS TOWARD ACHIEVEMENT OF THE PROFESSIONAL GROWTH PLAN IS:

Minimal _____ Satisfactory _____ Has reached completion _____

EVALUATOR'S NARRATIVE COMMENTS: (Attach supplemental sheet if necessary)

EVALUATOR'S SIGNATURE _____ DATE _____

TEACHER'S COMMENTS: (Attach supplemental sheet if necessary):

TEACHER'S SIGNATURE _____ DATE _____

My signature indicates that I have read the results of the evaluation, but does not indicate agreement or disagreement with the rating or comments.

