

## Pre-observation Form

Name: \_\_\_\_\_

Administrator \_\_\_\_\_

Date of Pre-conference: \_\_\_\_\_

Date/Time of Observation: \_\_\_\_\_

Grade Level/Curriculum Area Observed: \_\_\_\_\_

1. Briefly describe the students in your class?
2. What are the goals for the lesson? What do you want students to learn? (Benchmarks/Standards)
3. Why are these goals suitable for this student(s)?
4. What is your plan to implement correctives and enrichment?
5. How do these goals relate to broader curriculum goals: discipline as a whole or in other disciplines?

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6. How do you plan to engage the student(s) in content will you do? What will the students do?

7. What difficulty do the student(s) typically experience in this area, and how do you plan to anticipate these difficulties?

8. What instructional materials or other resources, if any, will you use?

9. How do you plan to assess student achievement of the standards? What procedures will you use?

10. How do you plan to use the results of the assessment?

Teacher comments pertaining to observation setting. List items you might want to call to the attention of the Administrator.

Observational Focus:

5013a1-R

Reviewed 7-26-17  
Revised 6-28-23  
Reviewed 9-25-24

## Observation Reflection Form

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

Grade/Subject: \_\_\_\_\_

Observation Date: \_\_\_\_\_

Time: \_\_\_\_\_

Observation Date: \_\_\_\_\_

Time: \_\_\_\_\_

1. As I reflect on the lesson, to what extent were students productively engaged?
2. Did the students learn what I intended? Were my instructional goals met? How do I know?
3. Did I alter my goals or instructional plan as I taught this lesson? If so, why? How were the lesson/instructional goals altered? Looking back, what would I do differently? Why?
4. If I had the opportunity to teach this lesson again to the same group, what would I do differently? Why?
5. Provide several samples of student work on this assignment. This work should reflect the full range of student achievement in your class and include feedback you provided to students on their papers.

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Reviewed 7-26-17

Additional comments:

\_\_\_\_\_  
Teacher's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's signature

5013a3-R

Reviewed 7-26-17

**SPECIAL EDUCATION**  
**TEACHER EVALUATION: PERFORMANCE**  
**CRITERIA AND DESCRIPTORS**

**I. Planning and Preparation/Teaching Techniques (Domain 1)**

- A. Conducts a comprehensive program of assessment
    - 1. Assessment is congruent with instructional goals
    - 2. Assesses the student's skills through formal and in
    - 3. Assesses the appropriateness of the classroom env
    - 4. Assesses the learner's behavior
  - B. Utilizes appropriate planning
    - 1. Demonstrates knowledge of content
    - 2. Prescribes appropriate instructional goals/objectiv
    - 3. Designs proper sequence of task, material, and act
    - 4. Provides for individual differences, appropriate gr
    - students
    - 5. Prescribes appropriate behavior management proce
    - 6. Writes IEP's according to student needs and in line
  - C. Selects and/or develops instructional materials and/or A
    - 1. Demonstrates knowledge of resources
    - 2. Selects materials and/or activities necessary for i
    - 3. Modifies existing materials when necessary
    - 4. Creates supplemental instructional materials/activi
    - 5. Is knowledgeable of general and special education
between them.
- D. Provides clear and precise oral and written communicatio
- E. Decisions are well considered, appropriate, and support N  
Procedures and directives.

**II. The Classroom Environment (Domain 2)**

- A. Demonstrates personal organization
  - B. Creates an environment of respect and rapport
    - 1. Demonstrates knowledge of resources
    - 2. Acknowledges the rights of others to hold differi
    - 3. Makes an effort to know the students as individua
of the students
  - 4. Uses discretion in handling confidential informatio
  - 5. Respects the individual's rights
  - 6. Encourages relationships that are respectful, frie
individuals.  - 7. Provides a program responsive to student's capabi
  - 8. Promotes self control
  - 9. Provides for success, experiences and self-esteem
  - 10. Is a child advocate
- C. Manages time effectively
- D. Establishes a culture for learning
- E. Manages classroom procedure
- F. Organizes physical space
- G. Uses approved behavioral management techniques
- H. Creates a safe, orderly environment which focuses on th

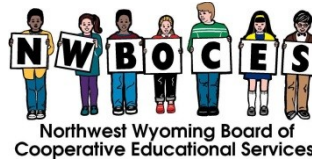
### III. Instruction (Domain 3)

- A. Utilizes effective instructional organization
  - 1. Learning activities designed to be relevant to students and instructor
  - 2. Uses time effectively
  - 3. Reviews material to summarize or to initiate new learning
  - 4. Utilizes activities to keep the lesson moving
  - 5. Treats student's responses appropriately
  - 6. Uses feedback for (correction) re-teaching
  - 7. Demonstrates flexibility and responsiveness
  - 8. Manages seatwork effectively
  - 9. Utilizes a focusing event to begin instruction
  - 10. Provides opportunity for transfer of learning
  - 11. Provides student opportunity for retention of learning
  - 12. Provides sufficient input to promote mastery of the objective
  - 13. Paces instruction appropriately
  - 14. Demonstrates concepts effectively
  - 15. Utilizes effective questioning and discussion strategies
  - 16. Matches instructional approach to student learning style
  - 17. Utilizes modeling, cueing, and prompting to facilitate the learner
- B. Communicates clearly, accurately, and effectively
  - 1. Provides clear, explicit directions
  - 2. Uses vocabulary appropriate for learner's understanding
  - 3. Presents accurate information
  - 4. Uses correct grammar
  - 5. Communicates classroom rules and behavioral techniques
- C. Engages students in learning
  - 1. Communicates learning expectations
  - 2. Presents high interest activities
  - 3. Responds positively to students requests for help
  - 4. Selects proper learning techniques and materials
  - 5. Provides student feedback
  - 6. Uses positive reinforcement to increase or maintain appropriate behavior
  - 7. Provides opportunities for active student participation in learning
  - 8. Uses correct behavior control techniques to reduce inappropriate behavior
- D. Utilizes a variety of teaching techniques
  - 1. Constructs new instructional materials
  - 2. Changes techniques as teaching, learning situation requires
  - 3. Provides concrete manipulative materials
  - 4. Coordinates materials to the needs of the learner
  - 5. Coordinates materials to the learning experiences
- E. Uses appropriate-evaluation techniques
  - 1. Selects instructional goals that relate to standards and high expectation for each student
  - 2. Uses evaluation information for assessment purposes
  - 3. Uses pre- and post test techniques
  - 4. Provides students with specific evaluative feedback
  - 5. Collects formative data to make summary judgments
  - 6. Uses appropriate evaluation activities

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- 7. Measures student progress toward objectives
  - F. Modifies task analysis, objectives, instruction or management based evaluation
  - G. Communicates evaluation results to appropriate individuals
- IV. Professional Responsibility (Domain 4)**
- A. Demonstrates positive interactions with parents/communicates with families
    - 1. Shares ideas, experiences through communication networks
    - 2. Encourages school involvement
    - 3. Is responsible and available to parents
    - 4. Solicits parental input
    - 5. Participates in parent-teacher activities
    - 6. Communicates requirements of IDEA
  - B. Demonstrates positive interaction with other professionals/show professional
    - 1. Shares ideas, materials and data
    - 2. Utilizes support staff appropriately
    - 3. Informs appropriate personnel of school-related matters
    - 4. Cooperates with other professionals and the administration
    - 5. Uses appropriate interaction within the referral process
    - 6. Works for effective integration of students
  - C. Demonstrates employee responsibility and professionalism.
    - 1. Reflects on teaching
    - 2. Maintain accurate records
    - 3. Develops and implements strategies for parent contact
    - 4. Responds constructively to parental concerns
    - 5. Is punctual
    - 6. Provides accurate data to the school and district as requested for purposes
    - 7. Completes duties effectively and timely
    - 8. Supports school regulations and policies
  - D. Demonstrates a willingness to keep curriculum and instructional practices
    - 1. Participates in curriculum development, review and/or revision
    - 2. Adapts teaching practices which are validated by research and when adopted by the school organization
    - 3. Aligns the classroom curriculum with the school organization's curriculum and the state standards
  - E. Assumes responsibilities outside the classroom as they relate to school
    - 1. Contributes to the school and organization
    - 2. Grows and develops professionally
    - 3. Assumes necessary non-instructional responsibilities
    - 4. Exercises reasonable responsibility for student management throughout entire building
  - F. Maintains accurate records and completes paper work in a timely and thorough manner
  - G. Growing and developing professionally.
  - H. Utilizes time and resources in an efficient and effective manner.
  - I. Maintains confidentiality.
  - J. Works effectively and in a cooperative manner with fellow employees.

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## Certified Staff Evaluation

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

*Review employee's responsibilities as noted on their job description.  
Reflect on employee's performance since the last evaluation.  
"Meets Expectations" is the target.*

1. Performance is not in compliance with this expectation. Please comment.
2. Performance may need some attention. Please comment.
3. Progress is being made toward this expectation.
4. Performance is in full compliance with this expectation.

For any score less than meeting expectation, comment(s) are required. Comment cross reference the criteria and descriptors for each category a teacher is short in.

DOMAIN 1: PLANNING AND PREPARATION / TEACHING TECHNIQUES	1	2
A. Conducts a comprehensive program of assessment.		
B. Utilizes appropriate planning.		
C. Selects and/or develops instructional materials and/or activities.		
D. Provides clear and precise oral and written communication.		
E. Decisions are well considered, appropriate, and support NW BOCES policies, procedures and directives.		

Comments:

DOMAIN 2: THE CLASSROOM ENVIRONMENT	1	2
A. Demonstrates personal organization.		
B. Creates an environment of respect and rapport.		
C. Manages time effectively.		
D. Establishes a culture for learning.		
E. Manages classroom procedure.		
F. Organizes physical space.		
G. Uses approved behavioral management techniques.		
H. Creates a safe, orderly environment which focuses on the unique needs of all students.		

Comments:

5013a7-R

Reviewed 7-26-17  
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Revised 9-25-24

*Review employee's responsibilities as noted on their job description.*

*Reflect on employee's performance since the last evaluation.*

*"Meets Expectations" is the target.*

1. Performance is not in compliance with this expectation. Please comment.
2. Performance may need some attention. Please comment.
3. Progress is being made toward this expectation.
4. Performance is in full compliance with this expectation.

DOMAIN 3: INSTRUCTION

**1      2**

A. Utilizes effective instructional organization.		
B. Communicates clearly, accurately, and effectively.		
C. Engages students in learning.		
D. Utilizes a variety of teaching techniques.		
E. Uses appropriate evaluation techniques.		
F. Modifies task analysis, objectives, instruction or management based evaluations.		
G. Communicates evaluation results to appropriate individuals.		

Comments:

DOMAIN 4: PROFESSIONAL RESPONSIBILITY

**1      2**

A. Demonstrates positive interactions with parents/communicates with families.		
B. Demonstrates positive interactions with other professionals/shows professionalism.		
C. Demonstrates employee responsibility and professionalism.		
D. Demonstrates a willingness to keep curriculum and instructional practices current.		
E. Assumes responsibilities outside the classroom as they relate to school.		
F. Maintains accurate records and completes paper work in a timely and thorough manner.		
G. Growing and developing professionally.		
H. Utilizes time and resources in an efficient and effective manner.		
I. Maintains confidentiality.		
J. Works effectively and in a cooperative manner with fellow employees.		

Comments:

5013a8-R

Reviewed 7-26-17  
 Reviewed 6-28-23  
 Revised 9-25-24

Review employee's responsibilities as noted on their job description.  
 Reflect on employee's performance since the last evaluation.  
 "Meets Expectations" is the target.

1. Performance is not in compliance with this expectation. Please comment.
2. Performance may need some attention. Please comment.
3. Progress is being made toward this expectation.
4. Performance is in full compliance with this expectation.

**ATTENDANCE**

**1      2**

A. Demonstrates awareness in regards to absenteeism and its effects on departmental needs.		
B. Adheres to scheduled workday.		
C. Attends team, IEP, MDT, and other meetings, as required.		

Comments:

**TRAINING**

**1      2**

A. Attends all required job related trainings.		
B. Implements information acquired at trainings.		

Comments

Job Strengths and Superior Performance Incidents (*Examples: Performs duties, attends additional trainings*):

Goal Setting and/or Areas for Improvement on Corrective Action Plan,

5013a9-R

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Specific Objectives to be Undertaken Prior to Next Review:

Evaluator's Comments:

Employee's Comments:

ACKNOWLEDGMENT:

I acknowledge that I have seen the above evaluation. I understand signature does not necessarily mean that I agree with this evaluat

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Director's signature

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Revised 4-23-03

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