

West Virginia Board of Education  
Policy 5310  
**TEACHER EVALUATION**

Teacher's Name \_\_\_\_\_ Years of Experience in County \_\_\_\_\_

Grade Level/Subject \_\_\_\_\_

School \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Directions: For each area of responsibility mark the appropriate rating in the box provided.

**RATING SCALE:** **Exemplary (EXEM)** - Performance is consistently exceptional in meeting performance criteria demonstrated by providing extraordinary opportunities for student success through instructional strategies that confirm the teacher's expertise and the ability to reach all students.

**Exceeds Standards (EXS)** - Performance is consistently above average in meeting performance criteria demonstrated by going beyond the established standards and instructional practices in reaching all students.

**Meets Standards (MS)** - Performance is consistently adequate in meeting performance criteria.

**Unsatisfactory (UNS)** - Performance is not consistently acceptable in meeting performance criteria.

I. PROGRAMS OF STUDY	EXEM	<input style="width: 50px; height: 20px;" type="text"/>	EXS	<input style="width: 50px; height: 20px;" type="text"/>	MS	<input style="width: 50px; height: 20px;" type="text"/>	UNS	<input style="width: 50px; height: 20px;" type="text"/>
<p style="text-align: right; margin-right: 20px;">COMMENTS:</p> <p>A. Bases instruction on adopted curricula for the school.</p> <p>B. Demonstrates accurate and current knowledge in subject field.</p> <p>C. Develops appropriate lessons to teach instructional objectives.</p> <p>D. Employs a variety of instructional strategies to augment achievement.</p> <p>E. Utilizes content scope and sequence in planning.</p>								
II. CLASSROOM CLIMATE	EXEM	<input style="width: 50px; height: 20px;" type="text"/>	EXS	<input style="width: 50px; height: 20px;" type="text"/>	MS	<input style="width: 50px; height: 20px;" type="text"/>	UNS	<input style="width: 50px; height: 20px;" type="text"/>
<p style="text-align: right; margin-right: 20px;">COMMENTS:</p> <p>A. Follows established school discipline procedure which include the WV Student Code of Conduct.</p> <p>B. Establishes procedures and rules that enhance learning.</p> <p>C. Encourages students' attendance.</p> <p>D. Sets high positive expectations for student performance.</p> <p>E. Encourages and acknowledges individual students' accomplishments and appropriate behavior.</p> <p>F. Treats students in a fair and equitable manner.</p> <p>G. Accommodates individual learning differences.</p>								

H. Creates and maintains an environment that supports learning.

I. Communicates with parents.

**III. INSTRUCTIONAL MANAGEMENT SYSTEM**

EXEM

EXS

MS

UNS

COMMENTS:

- A. Prepares and implements lesson plans.
- B. Begins lesson or instructional activity with a review of previous materials as appropriate.
- C. Has materials, supplies and equipment ready at the start of the lesson or instructional activity.
- D. Introduces the instructional activity and specifies instructional objectives.
- E. Directs and adequately supervises students to be on task quickly at the beginning of each instructional activity.
- F. Presents reading, writing, speaking, and listening strategies using concepts and language which students understand.
- G. Provides relevant examples and demonstrations to illustrate concepts and skills.
- H. Assigns developmentally appropriate tasks.
- I. Provides instructional pacing that ensures student understanding.
- J. Maximizes student time-on task.
- K. Makes effective transitions between instructional activities.
- L. Summarizes the main point(s) of the instructional activity.
- M. Encourages students to express ideas clearly and accurately.
- N. Incorporates higher level thinking skills.
- O. Assists students to develop productive work habits and study skills.
- P. Provides remediation activities for students.
- Q. Designs, delivers, and assesses student learning activities addressing the state adopted instructional goals and objectives.
- R. Integrates a variety of technology applications and learning tools to augment student achievement.

**IV. STUDENT PROGRESS**

EXEM

EXS

MS

UNS

COMMENTS:

- A. Follows grading policies and regulations.
- B. Maintains accurate and complete student records.
- C. Monitors and evaluates student progress.
- D. Provides feedback on student work.
- E. Monitors student attendance.

**V. COMMUNICATION**

EXEM

EXS

MS

UNS

COMMENTS:

- A. Communicates student progress according to established procedures and policies.
- B. Communicates regularly and effectively with students, co-workers, parents/guardians, and community and exhibits appropriate interactive skills.
- C. Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
- D. Speaks and writes standard English clearly, correctly, and distinctly.
- E. Determines and utilizes appropriate community resources.

**VI. PROFESSIONAL WORK HABITS**

EXEM

EXS

MS

UNS

COMMENTS:

- A. Adheres to established laws, policies, rules, and regulations.
- B. Interacts appropriately with students, other educational personnel, and parents.
- C. Participates in activities which foster professional growth.
- D. Is punctual with reports, grades, records, and in reporting to work.
- E. Performs assigned duties.
- F. Strives to meet county/school goals.
- G. Commands respect by example in appearance, manners, behavior, and language.

**VII. TECHNOLOGY STANDARDS**

EXEM

EXS

MS

UNS

(Effective July 1, 2003)

COMMENTS

- A. Demonstrates a sound understanding of technology operations and concepts.
- B. Plans and designs effective learning environments and experiences supported by technology.
- C. Implements curriculum plans that include methods and strategies for applying technology to maximize student learning.
- D. Applies technology to facilitate a variety of effective assessment and evaluation strategies.
- E. Uses technology to enhance productivity and professional practice
- F. Understands the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and applies that understanding in practice.

COMMENDATIONS:

SUGGESTIONS:

IDENTIFIED DEFICIENCIES AND RECOMMENDATIONS:

Signing this evaluation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents. (The employee has the right to include a written statement as an addendum to the evaluation.)

Addendum Attached

Yes \_\_\_\_ No \_\_\_\_

---

Employee's Signature

Date

---

Evaluator's Signature

Date