

OBSERVER/EVALUATOR

PERFORMANCE APPRAISIAL INSTRUMENT

- INTRUCTIONS:
1. The evaluator is to rate the observer/evaluator on a six-point scale as indicated below.
  2. The evaluator is encouraged to add pertinent comments at the end of each major function.
  3. The observer/evaluator is to be provided an opportunity to react to the evaluator’s ratings and comments.
  4. The evaluator and the observer/evaluator must discuss the results of the appraisal and any recommended action pertinent to it.
  5. The evaluator and the observer/evaluator must sign the instrument in the assigned spaces.
  6. The completed instrument must be filed in the observer/evaluator’s personnel folder.

OBSERVER/EVALUATOR NAME \_\_\_\_\_

SCHOOL \_\_\_\_\_

Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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A. Management of Observations

1. Works with teachers, using procedures established in local policies, to arrange announced observations.

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Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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|---|--|--|--|--|--|--|--|
| 2. Cooperates with principals and other personnel in scheduling observations.                                 | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
| 3. Adheres to observation schedule with minimal supervision.  | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
| 4. Complies with time requirements for observations (arrives on time, stays for entire instructional period). | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 5. Conducts observations without interfering with classroom routine.  | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
| 6. Collects pertinent and accurate data during observation.   | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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**B. Management of Data**

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| 1. Analyzes raw data to reflect practices on the Performance Appraisal Instrument. | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 2. Incorporates findings into meaningful and accurate FODA's/reports.              | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 3. Prepares reports which are grammatically correct and in proper format.          | <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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| 4. Write reports that distinguish various levels (quality) of performance.                     | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
|  |   |  |  |  |  |  |  |
| 5. Provides information on FODA's/reports that contributes to professional evaluation process. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 6. Assists principal, according to local policy, in summative evaluation process.              | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 7. Understands and attempts to minimize rater bias.  | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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**C. Conferencing**

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| 1. Cooperates with teachers in scheduling conferences.                 | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 2. Conducts conferences within the timeframe established local policy. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 3. Establishes a positive atmosphere for conferences.                  | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 4. Conducts conferences in a professional manner.                      | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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| 5. Provides opportunities for teachers to participate in conferences.  | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 16.6%;"></td> </tr> </table> |  |  |  |  |  |  |
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Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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6. Provides feedback that is candid and constructive.

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7. Checks for teacher understanding of data provided.

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8. Expresses self clearly and fluently.

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Comments \_\_\_\_\_  
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**D. Reporting and Recordkeeping**

1. Submits reports on time.

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2. Prepares reports accurately and neatly.

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3. Communicates effectively in writing.  
(grammar, clarity, form, punctuation).

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4. Assists with performance appraisal research and related reports as assigned.

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5. Develops effective and efficient record-keeping techniques.

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Comments \_\_\_\_\_  
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**E. Staff Training**

1. Provides, as assigned, training and assistance to newly employed observers.

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Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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| 2. Conducts training related to career development, as assigned.                            |  |  |  |  |  |  |
| 3. Assists in identifying staff development needs.  |  |  |  |  |  |  |
| 4. Makes adequate preparation (content, materials, facilities) for assigned staff training. |  |  |  |  |  |  |
| 5. Models effective teaching practices as they apply to adult learners.                     |  |  |  |  |  |  |

Comments \_\_\_\_\_  
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\*Local option: This function may not apply to observer/evaluators in all CDP pilot districts.

**F. Interacting Within the Educational Environment**

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|--|--|--|--|--|--|--|
| 1. Adheres to established laws, regulations, and policies.   |  |  |  |  |  |  |
| 2. Maintains confidentiality on matters concerning observations and evaluations of the professional staff. |  |  |  |  |  |  |
| 3. Demonstrates a tolerance for a variety of approaches to teaching and learning.                          |  |  |  |  |  |  |
| 4. Establishes and maintains good rapport with school personnel at all levels.                             |  |  |  |  |  |  |

Rating Scale  
(Please Check)

Superior	Well Above Standard	Above Standard	At Standard	Below Standard	Unsatisfactory
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5. Communicates effectively with school personnel.

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6. Promotes understanding of, and support for, the Career Development Program.

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7. Serves as a liaison, as requested, between the total school system and the community.

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8. Demonstrates flexibility in carrying out job-related duties.

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Comments \_\_\_\_\_  
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G. Personal/Professional Growth and Development

1. Establishes and follows a written plan that promotes continued growth and increases effectiveness in the job.

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2. Upgrades professional knowledge and skills through activities, such as, reading; attending workshops, training sessions, or conferences; and taking course work.

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3. Initiates and/or participates in activities that advance the educational profession.

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4. Is receptive to suggestions for improvement of own performance.

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Evaluator's Summary Comments \_\_\_\_\_  
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Observer/Evaluator's Reactions to the Evaluation \_\_\_\_\_  
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\_\_\_\_\_  
Evaluator's Signature and Date

\_\_\_\_\_  
Observer/Evaluator's Signature and Date

Signature indicates that the written  
evaluation was seen and discussed.