

## Evaluations, Complaint Procedures, and Policy Infractions

### Evaluations

Every employee will have one formal evaluation each year.

Classroom visits will be made throughout the school year and information will be included on the evaluation.

Conferences will be done throughout the school year and information may be included on the evaluation.

### Complaints

All staff need to have an effective means of communication with their students and parents.

First complaint made to the Superintendent will be referred back to the teacher for resolution.

Second complaint may result in a possible conference with the parties involved.

Third complaint may be officially documented on formal evaluation.

Complaints made by different parties on the same subject may be documented on formal evaluation.

### Policy Infractions

First infraction, verbal notice will be given.

Second infraction, conference and official documentation may be made.

Third infraction, official documentation and possible suspension or dismissal.

Policy infractions may be included on the formal evaluation.

**GRATTON SCHOOL DISTRICT - EVALUATION OF TEACHING PERFORMANCE**

Teacher \_\_\_\_\_ Date \_\_\_\_\_

School Gratton Elementary School

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

Period Covered by this Evaluation \_\_\_\_\_

Date of Conferences \_\_\_\_\_

Date of Observations \_\_\_\_\_

- 4 Exceeds Standard Expectations**
- 3 Meets Standard Expectations**
- 2 Developing Practice Consistent with Standard Expectations**
- 1 Unsatisfactory -- Not Consistent with Standard Expectations**
- N/A Not Applicable**
- N/O Not Observed**

<b>STANDARD I - Engaging and Supporting All Students in Learning</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>	<b>N/O</b>
Connecting students' prior knowledge, life experience, and interests with learning goals						
Using a variety of instructional strategies and resources to respond to students' diverse needs						
Facilitating learning experiences that promote autonomy, interaction, and choice						
Engaging students in problem solving, critical thinking, and other activities that make subject matter meaningful						
Promoting self-directed, reflective learning for all students						
<b>STANDARD II - Creating/Maintaining an Effective Environment for Student Learning</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>	<b>N/O</b>
Organizing the physical environment						
Planning and implementing procedures and routines						
Establishing a climate of fairness and respect						
Promoting social development and responsibility						
Establishing and maintaining standards for student behavior						
Using instructional time effectively						
<b>STANDARD III - Understanding and Organizing Subject Matter</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>	<b>N/O</b>
Demonstrating knowledge of subject matter content						
Organizing curriculum to support student understanding						
Integrating ideas and information across subject matter areas						
Developing student understanding-instructional strategies						
Using materials, resources, and technologies						

**GRATTON SCHOOL DISTRICT - EVALUATION OF TEACHING PERFORMANCE**

<b>STANDARD IV - Planning Instruction and Designing Learning Experiences for All</b>	4	3	2	1	N/A	N/O
Drawing on student's background, interests & developmental learning needs						
Establishing and articulating goals for student learning						
Developing and sequencing instructional activities						
Designing long and short-term plans to foster student learning						
Modifying for student needs						
<b>STANDARD V - Assessing Student Learning</b>	4	3	2	1	N/A	N/O
Establishing learning goals for all students						
Using multiple sources of information to assess						
Involving & guiding students assessing their own learning						
Using the results of assessments to guide instruction						
Communicating with students and families about student progress						
<b>STANDARD VI - Developing as a Professional Educator</b>	4	3	2	1	N/A	N/O
Reflecting on teaching and learning						
Engaging families in student learning						
Using community resources to support student learning						
Working with colleagues to improve teaching and learning						
Pursuing opportunities to contribute and grow professionally						
Balancing professional responsibilities						

Administrator Summary:

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator

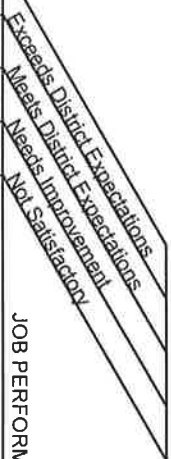
**Teachers have the right to respond to all evaluation documents presented**

# Gratton Elementary School District

## Classified Personnel Performance Evaluation Report

Name: \_\_\_\_\_  
 Classification: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_

Anniversary Date: \_\_\_\_\_  
 School or Location: \_\_\_\_\_  
 Evaluation Period From: \_\_\_\_\_



**JOB PERFORMANCE AND SKILLS:**

	1. Observes Work Hours
	2. Attendance
	3. Grooming and Dress
	4. Complies with Board Policies and Procedures
	5. Safety Practices
	6. Maintains High Level of Professionalism in Customer Service
	7. Quality and Volume of Acceptable Work
	8. Job Focus - Committed to Job Responsibilities
	9. Plans and Organizes
	10. Knowledge of Work
	11. Meets Assignment Deadlines
	12. Follows Direction
	13. Flexibility - Adapts Easily to Work Assignments
	14. Dependable and Reliable
	15. Operation and Care of Equipment
	16. Initiative - Solves problems Independently
	17. Pupil Contacts - Works Courteously and Tactfully
	18. Public Contacts - Works Courteously and Tactfully
	19. Employee Contacts - Works Courteously and Tactfully
	20. Promotes teambuilding
	21. Appearance of Work Station
BASIC SKILLS FACTORS FOR INSTRUCTIONAL AIDES:	
	22. Reading Comprehension
	23. Writing
	24. Mathematics
EMPLOYEES WHO SUPERVISE OTHERS	
	25. Planning and Organizing
	26. Trains and Instructs
	27. Leadership Skills
	28. Judgment and Decisions

**SECTION A: MEETS OR EXCEEDS EXPECTATIONS COMMENTS\*:**

SECTION B: RECORD SPECIFIC GOALS OR IMPROVEMENT PROGRAM  
 TO BE UNDERTAKEN DURING NEXT EVALUATION PERIOD\*:

**SECTION C: EMPLOYEE COMMENTS\*:**

**SUMMARY EVALUATION - CHECK OVERALL PERFORMANCE  
 (SELECT ONE)**

Exceeds District Expectations	Meets District Expectations	Needs Improvement	Not Satisfactory
-------------------------------	-----------------------------	-------------------	------------------

Rating, Review and Comments Made By: \_\_\_\_\_  
 Supervisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee's Signature: \_\_\_\_\_

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Three Month Evaluation	Six Month Evaluation	Annual Evaluation	Unscheduled Evaluation	Probationary Evaluation
------------------------	----------------------	-------------------	------------------------	-------------------------

\* Attach additional comment pages as needed.