

 **OFFICE OF CATHOLIC EDUCATION**

**Appendix B – Inductee Evaluation by Principal**

This evaluation is based upon formal and informal classroom supervision on the part of the administrator for our first-year teachers.

* The first evaluation is due at the end of the first trimester/semester
* The second evaluation is due at the end of the second trimester/semester
* The assessment must be sent to Jeanne Steitz at the Office of Catholic Education

Respond to each of the statements below by checking the box that most closely corresponds to your observation.

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

Name (Last, First, MI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FT: [ ]  PT: [ ]

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade(s): \_\_\_\_\_\_\_\_\_\_\_\_\_ Subject(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **General Assessment of Teacher’s Performance** |
| Distinguished [ ]  | Proficient [ ]  | Basic [ ]  | Ineffective [ ]  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Inductee’s Signature)* *(Date)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Principal’s Signature)* *(Date)*

**Appendix B – Inductee Evaluation by Principal**

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| **Evaluation Scale** |
| 4 = Closest Adherence to the Stated Objective1 = Least Adherence to the Stated Objective |

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| **Philosophy, Policies & Procedures** | **1** | **2** | **3** | **4** |
| Fosters a Catholic atmosphere in the classroom |  |  |  |  |
| Fosters a community of faith within the school |  |  |  |  |
| Demonstrates Catholic values and principles |  |  |  |  |
| Observes the Archdiocesan and local parish/regional schoolpolicies and procedures |  |  |  |  |

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| **Preparation and Planning** | **1** | **2** | **3** | **4** |
| Demonstrates understanding of curriculum standards and guidelines |  |  |  |  |
| Develops an effective lesson plan that includes rigorous and relevant instruction and incorporates clear goals and objectives |  |  |  |  |
| Manages classroom time efficiently |  |  |  |  |
| Uses a variety of resources to support special needs and varied learning styles within the classroom |  |  |  |  |

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| **Instructional Practices** | **1** | **2** | **3** | **4** |
| Clear and appropriate target set for students |  |  |  |  |
| Employs teaching strategies that are appropriate to the ability of each student |  |  |  |  |
| Uses a variety of assessment practices |  |  |  |  |
| Effectively incorporates higher order learning skills |  |  |  |  |
| Uses flexible grouping to enhance the learning environment |  |  |  |  |
| Uses a variety of assessment practices |  |  |  |  |
| Creates opportunities for remediation and enrichment within the classroom leading to academic progress of learners within the classroom |  |  |  |  |
| Provides clear and effective feedback to student |  |  |  |  |
| Involves student in self-assessment practices |  |  |  |  |
| Facilitates student engagement in classroom learning |  |  |  |  |
| Integrates technology within instruction |  |  |  |  |
| Maintains communication with mentor, coordinator, administrator, and regular education teachers |  |  |  |  |

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| **Classroom Environment** | **1** | **2** | **3** | **4** |
| Works to connect instructional practices with school-wide goals |  |  |  |  |
| Employs teaching strategies that are appropriate to the ability of each student |  |  |  |  |
| Provides clear expectations for students within a learning environment |  |  |  |  |
| Uses knowledge of student ability  |  |  |  |  |
| Provides clear expectations for students within a learning environment |  |  |  |  |
| Uses knowledge of student abilities to shape instruction |  |  |  |  |
| Sets high expectations of respectful interaction between student/teacher and student/student |  |  |  |  |
| Demonstrates effective teaching and professional behavior within the classroom |  |  |  |  |
| Provides for a safe and productive learning environment |  |  |  |  |

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| **Professional Growth** | **1** | **2** | **3** | **4** |
| Shares knowledge of and conforms to all Archdiocesan professional codes and standards |  |  |  |  |
| Participates in in-service opportunities to strengthen professional practice |  |  |  |  |
| Uses ongoing staff development practices to improve instruction |  |  |  |  |
| Demonstrates appropriate progress towards fulfillment of goals set at the beginning of the school year  |  |  |  |  |
| Dresses in a manner that if reflective of a Catholic school educator |  |  |  |  |
| Employs reflective strategies to strengthen ongoing professional growth and development |  |  |  |  |

**Summary Sheet – Appendix B**

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| **Dates of Classroom visits (minimum of 6 visits)** |
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| **Commendations** |
| **1** | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. |

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| **Recommendations** |
| **1** | Click or tap here to enter text. |
| **2** | Click or tap here to enter text. |
| **3** | Click or tap here to enter text. |