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**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](mailto:jsteitz@archphila.org?subject=Appendix%20E) 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 Objective  1 = Least Adherence to the Stated Objective |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 school policies 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 |  |  |  |  |
| 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 |  |  |  |  |
| 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. |

|  |  |
| --- | --- |
| **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. |