EVALUATION OF NON-CERTIFIED INSTRUCTORS

Instructor’s Name: ____________________________________________________________

Assignment: ____________________________________ For the _____________________________ School Year

RATING SCALE: 

1 = Unsatisfactory  
2 = Improvement Needed  
3 = Satisfactory  
4 = Outstanding

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<td>I. INSTRUCTIONAL RESPONSIBILITIES</td>
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<td>A. The instructor plans for delivery of the lesson.</td>
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<td>B. The instructor clearly defines expectations.</td>
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<td>C. The instructor establishes rapport with students and provides a pleasant, safe, and orderly climate conducive to learning.</td>
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<td>D. The instructor communicates the instructional objectives to students.</td>
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<td>E. The instructor demonstrates desired skills.</td>
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<td>F. The instructor requires all students to practice newly learned skills while under the direct supervision of the instructor.</td>
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<td>G. The instructor requires students to practice newly learned skills without the direct supervision of the instructor.</td>
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<td>H. The instructor utilizes grading patterns that are fairly administered and based on identified criteria.</td>
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<td>I. Students demonstrate mastery of the stated objectives through projects, assignments, performance, and test scores.</td>
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II. PROFESSIONAL RESPONSIBILITIES

A. Demonstrates self-control.

B. Complies with school rules, regulations, and policies.

C. Demonstrates respect for authority.

D. Maintains good relations with other staff.
### EVALUATION SUMMARY, NON-CERTIFIED TEACHING PERSONNEL (Cont.)

- E. Adheres to professional ethics as defined in board policy.
- F. Maintains and improves professional competence.
- G. Demonstrates dependability and punctuality in carrying out duties of the position.
- H. Is enthusiastic about the job and approaches the task in a positive manner.
- I. Demonstrates responsible attitude toward attendance/absences from the classroom.
- J. Is accurate and prompt with records and reports.
- K. Exercises concern about the proper use and care of building, equipment, and supplies.
- L. Remains in classroom during assigned periods.

#### COMMENTS:
Additional comments will be attached if provided within two weeks of this evaluation.

____________________________________________________________________________________________
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____________________________________________________________________________________________
EVALUATION SUMMARY, NON-CERTIFIED TEACHING PERSONNEL (Cont.)

A formal conference was held on ________________ with my evaluator. Each of the characteristics above was discussed and specific suggestions for improvement were made. My signature below does not necessarily mean that I agree with this appraisal. Signed comments are attached by the

EVALUATOR ___________________________ INSTRUCTOR ________________________________

DATE ___________________ INSTRUCTOR’S SIGNATURE ________________________________

DATE ___________________ EVALUATOR SIGNATURE ________________________________

DATE ___________________ SUPERVISOR SIGNATURE ________________________________