

Administrative Option, Mandated (for 1st and 2nd year teachers) Evaluation Packet

This packet contains:

- 1. Our Professional Standards**
- 2. Pre & Post Conference Form**
- 3. Observation Form**
- 4. Principal Feedback Form**
- 5. Final Evaluation Summary**

Adopted from Pajaro Valley Unified School District

California Professional Teaching Standards

Our commitment is to initiate and carry through the goals and objectives of Westwood Charter School through these Professional Standards.

Domain 1: Organizing & Managing the Classroom/Creating a Positive Learning Environment

- Organizing the physical environment
- Planning, posting, and implementing classroom procedures and routines
- Establishing, posting, and maintaining standards for student behavior
- Establishing a climate that promotes fairness and respect (i.e. using H.E.P. materials)
- Promoting a social development and group responsibility

Domain 2: Planning and Designing Innovative Instruction

- Establishing and articulating goals for student learning
- Demonstrating understanding of students' development learning needs
- Using knowledge of students' backgrounds and experiences to plan instruction
- Valuing and drawing upon student diversity in planning instruction
- Developing and sequencing instructional activities and materials for students' learning
- Modifying instructional plans to adjust for student learning
- Using instructional time effectively

Domain 3: Delivering Instruction to All Students

- Making learning goals and instructional procedures clear to all students
- Making content and process comprehensible and meaningful to all students
- Identifying and addressing multiple backgrounds of all learners
- Encouraging students to extend their thinking
- Fostering self-directed learning
- Guiding and coaching students toward powerful learning experiences
- Using a variety of instructional techniques such as whole group, cooperative learning, learning centers, and individual instruction

Domain 4: Demonstrating Subject Matter Knowledge

- Demonstrating knowledge of subject matter content
- Demonstrating understanding of key subject matter concepts and their interrelationships for students
- Using materials, resources, and technologies to make subject matter accessible to students (hands-on)
- Engaging students in learning experiences to increase understanding of content that is process oriented
- Integrating ideas and information through thematic instruction

Domain 5: Assess Student Learning

- Establishing appropriate learning expectations for all students
- Collecting and using multiple sources of information about students and their work
- Involving students in assessing their own work
- Communicating with students, parents, and other audiences about student progress
- Using the results of assessments to plan for future instruction

Domain 6: Participating as Members of a Learning Community

- Reflecting on teaching and learning
- Involving families and community members in student learning
- Working with colleagues to improve teaching and learning
- Planning and implementing curriculum within the family structure
- Actively pursuing opportunities to contribute and grow professionally
- Participating in school-wide activities

**Administrative Option, Mandated
Observation Form**

Observation Date _____ **Observation #** _____

Evaluatee _____ **Evaluator** _____ **Date** _____

**Administrative Option, Mandated
Principal Feedback Form**

Evaluatee _____ Evaluator _____ Date _____

Cite evidence of the standard achieved in each of the following domains:

Domain 1: Organizing & Managing the Classroom/Creating a Positive Learning Environment

Domain 2: Planning and Designing Innovative Instruction

Domain 3: Delivering Instruction to All Students

Domain 4: Demonstrating Subject Matter Knowledge

Domain 5: Assess Student Learning

Domain 6: Participating as Members of a Learning Community

**Administrative Option, Mandated
Final Evaluation Summary**

Evaluatee _____ Evaluator _____ Date _____

Areas of strong progress that exceed Professional Standards:

Future Focus (Circle One)

Areas of Concern or Ideas or Suggestions for Next Steps:

General Comments by Administrator:

Certificated Staff Comments/Reflections: