

**Pleasantville Public School District
Pleasantville, NJ. 08232
Teacher Observation
20___/20___ School Year**

E-1

Staff Member	School	Years of Service	Area of Responsibility
Administrator	Tenured_____	Date of Observation	Time & Length
Date of Conference			

Brief description of the lesson observed:
Meets All Requirements = 6-8 Meets Most Requirements = 4-7 Needs Improvement = 0-3

	Meets All Requirements (6)	Meets Most Requirements (4-5)	Needs Improvement (0-3)
<p>1. Effective Planning and Record Keeping Requirements:</p> <p>Plans are developed that reflect curriculum and state standards. Attendance is updated. Grades are current. Plans are followed. Plans and uses varied and appropriate resources, including technology. Plans reflect effective instructional strategies e.g. differentiated instruction to address various learning styles.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Commendations:</p> <p>Recommendations:</p>		
<p>2. Instructional Techniques and Method Requirements:</p> <p>Opens & closes the lesson appropriately. Teaches to meet the objective Gives clear directions. Models as needed. Provides guided and/or independent practice. Addresses various learning styles. Uses effective instructional strategies . Evidence that technology is integrated in instruction.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>Commendations:</p> <p>Recommendations:</p>		

<p>3. Assessment Requirements:</p> <p>Assesses prior knowledge. Assesses student understanding and adjusts instruction accordingly. Uses effective questioning techniques. Checks for understanding. Uses a variety of assessments (open-ended questions, rubrics, performance assessments, summative & formative assessments). Assessment reflects the curriculum.</p>	<p>Meets All Requirements (6)</p> <p><input type="checkbox"/></p> <p>Commendations:</p> <p>Recommendations:</p>	<p>Meets Most Requirements (4-5)</p> <p><input type="checkbox"/></p>	<p>Needs Improvement (0-3)</p> <p><input type="checkbox"/></p>
<p>4. Learning Atmosphere Requirements:</p> <p>Evidence of classroom rules and Procedures. Circulates and assists students. Demonstrates class control. Uses time effectively. Evidence of appropriate student/teacher rapport. Maintains a physical setting that is organized and relative to the curriculum. Evidence of behavioral interventions</p>	<p>Meets All Requirements (7)</p> <p><input type="checkbox"/></p> <p>Commendations:</p> <p>Recommendations:</p>	<p>Meets Most Requirements (4-6)</p> <p><input type="checkbox"/></p>	<p>Needs Improvement (0-3)</p> <p><input type="checkbox"/></p>

Rubric scoring: 0-14 Requires mandatory improvement plan
 15-27 Administrative discretion for improvement plan

Staff member's comments: (check if attached)

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Signature does not imply agreement or disagreement with the comments above.

Pre-Observation Conference held: no yes Date: _____

Copies: Permanent File, Supervisor, Building Administrator, Staff Member

Pleasantville Public School District
Pleasantville, NJ. 08232
Record of Informal Observation
20__ /20__ School Year

NAME _____ GRADE _____

Check if observed

DATES OF OBSERVATIONS					
TEACHER ACTIVITY					
Lecturing					
Reading orally					
Listening to students					
Correcting papers					
Monitoring learning					
Giving directions					
Leading discussion					
Using technologies					
Using chalkboard/whiteboard					
Using hands-on materials					
STUDENT ACTIVITY					
Discussing with class					
Discussing in small groups					
Listening to teacher					
Listening to other students					
Doing written work					
Writing on board					
Using manipulative					
Taking a test					
Working on a project					
Presenting by a student					
Questioning					
Disrupting					
RAPPORT/Learning Atmosphere					
Confusion					
Orderly					
Sound level - appropriate					

Comments:

Administrator's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Pleasantville, NJ. 08232
Annual Performance Report
20__ /20__ School Year

Staff Member	School	Date of Conference
Grade or Subject	Years of Service Completed	Evaluator
Tenured _____		
Non Tenured _____		

I. Professional Characteristics: Qualities are exhibited which promote a positive educational setting e.g. attendance, punctuality, clerical responsibilities, appearance, interpersonal skills.

Comments:

II. Instructional Knowledge and Skills: Competent levels of knowledge and skills, including the use of Technology, are demonstrated in the subject as well as in the curriculum standards.

Comments:

III. Learning Atmosphere: Classroom and students are organized to support learning.

Comments:

IV. Professional Preparation and Development: Staff member shows evidence of continued growth and collaboration with colleagues.

Comments:

V. School/Community Involvement: Staff member actively supports the overall goals of the school/district.

Comments:

VI. Indicators of Student Progress: Assessment data reflects adequate student progress.

Comments:

Recommended for contract renewal: _____

Employee's signature: _____ Date: _____

Evaluator's signature: _____ Date: _____

Signature does not imply agreement or disagreement with the comments above.

Copies: Permanent file, Supervisor, Building Administrator, Staff Member

**Pleasantville Public School District
Pleasantville, NJ. 08232
Pre Observation Conference Form
20__ /20__ School Year**

_____ Staff Member	_____ School	_____ Grade/Subject
_____ Evaluator	_____ Date of Pre-Conference	_____ Years of Service Completed

I will be visiting your classroom on _____ for a formal observation.

A. Goals and Objective of Lesson:

B. Procedure for Lesson:

C. Means of Evaluation/Assessment:

D. Special Circumstances:

Post Conference: _____
Date Time

A. Mutual Sharing and Feedback:

B. Plans for Future Growth:

Administrator's signature: _____ Date: _____

Teacher's signature: _____ Date: _____

E1-N

20__ /20__ School Year

Staff Member	School	Years of Service	Area of Responsibility
Tenured _____	Administrator	Date of Observation	Time & Length
Non Tenured _____			

Meets All Requirements	Meets Most Requirements	Needs Improvement
------------------------	-------------------------	-------------------

1. Effective Planning and Record Keeping	Meets All Requirements <input type="checkbox"/>	Meets Most Requirements <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
	Commendations: 		
	Recommendations: 		
2. Professional Responsibilities	Meets All Requirements <input type="checkbox"/>	Meets Most Requirements <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
	Commendations: 		
	Recommendations: 		

E1-N

3. Interpersonal and Public Relations Skills	Meets All Requirements <input type="checkbox"/>	Meets Most Requirements <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
---	---	--	--

	<p>Commendations:</p> <p>Recommendations:</p>
--	--

Staff member's comments: (check if attached)

Recommended for contract renewal: _____

Employee's signature: _____ Date: _____

Evaluator's signature: _____ Date: _____

Signature does not imply agreement or disagreement with the comments above.

Copies: Permanent file, Supervisor, Building Administrator, Staff Member

E2-N

20__ /20__ School Year

Staff Member

School

Date of Conference

Grade or Subject

Years of Service Completed

Evaluator

- I. Professional Characteristics: Qualities are exhibited which promote a positive educational setting e.g. attendance, punctuality, clerical responsibilities, appearance, interpersonal skills.

Comments:

- II. Professional Knowledge and Skills: Competent levels of knowledge and skills are demonstrated in the performance of job responsibilities.

Comments:

E2-N

- III. Workplace Atmosphere: Work area is organized to support program.

Comments:

IV. Professional Preparation and Development: Staff member shows evidence of continued growth and collaboration with colleagues.

Comments:

V. School/Community Involvement: Staff member actively supports the overall goals of the school/district

Comments:

VI. Indicators of Effectiveness: There is evidence of positive results from the performance of job responsibilities.

Comments:

E2-N

Staff member's comments: (check if attached)

Recommended for contract renewal: _____

Employee's signature: _____ Date: _____

Evaluator's signature: _____ Date: _____

Signature does not imply agreement or disagreement with the comments above.

Copies: Permanent file, Supervisor, Building Administrator, Staff Member

**Pleasantville Public School District
Pleasantville, NJ. 08232
Professional Improvement Plan
20__ /20__ School Year**

Staff Member

School

Date of Conference

Grade or Subject

Years of Service Completed

Evaluator

PERFORMANCE AREAS FOR IMPROVEMENT OR GROWTH:

1: _____

ACTIVITY:	TIMELINE:	PERSON RESPONSIBLE:

2: _____

ACTIVITY:	TIMELINE:	PERSON RESPONSIBLE

3: _____

ACTIVITY	TIMELINE	PERSON RESPONSIBLE

Administrator's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

Copies: Permanent File, Supervisor, Building Administrator, Staff Member

**Pleasantville Public School District
Pleasantville, NJ. 08232
Educational Support Staff Review
20__ /20__ School Year**

Staff Member

School/Department

Date

Position	Years of Service Completed	Evaluator
1 = Not Applicable		2 = Does not Meet District Standards
3 = Meets District Standards		4 = Exceeds District Standards

SKILLS

- | | |
|--|---------|
| 1. Understands job responsibilities | 1 2 3 4 |
| 2. Accomplishes tasks / duties | 1 2 3 4 |
| 3. Meets time lines | 1 2 3 4 |
| 4. Carries fair share of workload | 1 2 3 4 |
| 5. Demonstrates a willingness to accept suggestions and a desire to improve professionally | 1 2 3 4 |
| 6. Maintains all necessary records | 1 2 3 4 |
| 7. Uses sound judgment in making decisions | 1 2 3 4 |
| 8. Uses sound judgment in providing for the safety of students | 1 2 3 4 |
| 9. Demonstrates a cooperative attitude with others in all work areas | 1 2 3 4 |
| 10. Demonstrates initiative in performance of job | 1 2 3 4 |
| 11. Is punctual | 1 2 3 4 |
| 12. Has good attendance | 1 2 3 4 |
| 13. Treats students and adults with dignity and respect | 1 2 3 4 |
| 14. Demonstrates flexibility in assigned duties | 1 2 3 4 |
| 15. Maintains confidentiality relative to records, verbal and written correspondence | 1 2 3 4 |

S-1

Commendations:

Recommendations:

Staff member's comments (check if attached)

Evaluator's Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Signature does not imply agreement or disagreement with the comments above.

Copies: Permanent File, Supervisor, Building Administrator, Staff Member