



Evaluation Checklist

Teacher Name: _____ Evaluator Name: _____

Date: _____

	Yes	No	N/A
District Evaluation Criteria Statement given to teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At least 2 weeks before evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Met with teacher to discuss as per E.27.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No fewer than 3 observations (Ratio 2 announced/1 unannounced)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 6 observations? WVTA President advised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No more than 9?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Times chosen reflect assignment? Teacher chose 2?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No observations one week prior to Christmas or Spring Break or during month of June?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within 2 working days of the observation met with teacher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Within 2 working days of the observation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observations provided to teacher in anecdotal statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No	N/A
Report represents specific description of work of a teacher based on criteria from Evaluation Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgements based on documented evidence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers' extra contributions listed, but not used in overall evaluation of teacher performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report reflects aspects of teaching and learning which can be reasonably expected to be teacher responsibility and in their control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discrepancy between assignment and training and experience noted and taken into account?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher given draft copy 48 hours before prep of final?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher opportunity to meet with evaluator with rep to propose changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher given copy at time of filing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher advised of right to submit a written commentary on the report? Is it filed with all copies of the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If unsatisfactory – have you notified the Superintendent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has Superintendent caused 2 nd report to be written within a period of 30 teaching days of the filing of the original report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher advised of right to meet with evaluator and Superintendent for purposes of discussing the teacher's report? Rep accompanying them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refer now to Article C.22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>