

SCHOOL DISTRICT OF DIXIE COUNTY
INSTRUCTIONAL EMPLOYEE
OBSERVATION AND DATA COLLECTION/ANALYSIS FORM

Name _____ Position _____ Employee # _____
Subject/Course _____ School/Dept. _____ School Year _____

Comments of the Evaluator _____

Comments of the Evaluatee _____

Information from parents was collected and analyzed in the preparation of this report. Yes No

This evaluation has been discussed with me. Yes No

Signature of Evaluator

Date

Signature of Evaluatee

Date

Signature does not necessarily indicate agreement with this evaluation.

INSTRUCTIONAL EMPLOYEE (Continued)

PLANNING/PREPARATION	Performance Values (Check One)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Create or select long-range plans based on a review of district and state content standards, student profiles, instructional priorities and appropriate lesson design questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Define learning goals with rubrics and objectives for unit and daily plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The teacher's lesson and unit plans demonstrate knowledge of the content, prerequisite relationships between important concepts, instructional strategies specific to the subject matter, and organizes strategies and activities in an appropriate sequence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Identify specific intended learning outcomes that are aligned with the district and state content standards so that students are prepared for high stakes testing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Revise plans based on student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Develop or select instructional activities which foster active involvement of students in the learning process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Plan and prepare lessons and instructional strategies that require students to engage with rigorous and demanding content that aligns with district and state content standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Select, develop, modify and/or adapt materials and resources, especially technological resources, which support learning objectives and the varying needs of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

O – Observed

I – Clearly Indicated

C – Collected Data

NE – Not Evident

INSTRUCTIONAL EMPLOYEE (Continued)

PLANNING/PREPARATION (Continued)

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	.89	=	
Effective		X	1.78	=	
Highly Effective		X	2.23	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 8-11	Effective 12-16	Highly Effective 17-20
Summative Scale Value	0	8	16	20

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INSTRUCTIONAL EMPLOYEE (Continued)

CLASSROOM MANAGEMENT	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
10. Establish and maintain a positive, organized, and safe learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Maintain a clean attractive learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Maintain academic focus by using a variety of motivational techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Establish and use behavior management techniques which are appropriate and effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Establish routines and procedures and work with students on consistently following them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Create a learning climate that is challenging yet non-threatening.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Maintain instructional momentum with smooth and efficient transitions from one activity to another.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Establish and maintain effective and efficient record keeping procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Manage time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Manage materials and equipment effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. Organize materials for efficient distribution and collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. Instruct and supervise the work of volunteers and aides when assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24. Assist in enforcement of school rules, administrative regulations, and Board policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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INSTRUCTIONAL EMPLOYEE (Continued)

CLASSROOM MANAGEMENT (Continued)

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	.54	=	
Effective		X	1.07	=	
Highly Effective		X	1.34	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 8-11	Effective 12-16	Highly Effective 17-20
Summative Scale Value	0	8	16	20

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INSTRUCTIONAL EMPLOYEE (Continued)

ASSESSMENT/EVALUATION	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
25. Establish appropriate testing environment and administer standardized tests in accordance with directions provided to ensure test security.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Develop and use diagnostic assessments prior to instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Use on-going assessments to monitor learning and adjust instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28. The teacher routinely tracks student progress on learning goals using a variety of formative approaches to assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29. Feedback to students provides recognition of their current status and knowledge gain relative to learning goals with a focus on improving student performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30. Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Encourage goal setting by students and assists them in developing and then monitoring their plans for improving their academic performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32. Communicate, post, explain lesson expectations so students understand what is expected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33. Evaluate the effectiveness of instructional units and teaching strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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INSTRUCTIONAL EMPLOYEE (Continued)

ASSESSMENT/EVLAUATION (Continued)

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	.78	=	
Effective		X	1.56	=	
Highly Effective		X	2.00	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 7-10	Effective 11-14	Highly Effective 15-18
Summative Scale Value	0	7	14	18

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INSTRUCTIONAL EMPLOYEE (Continued)

STUDENT INSTRUCTIONAL ENGAGEMENT	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
34. Demonstrate knowledge and understanding of curriculum content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35. Communicate high expectations for learning for all students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36. The teacher provides clearly stated learning goals accompanied by scales or rubrics that describe levels of performance relative to the learning goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37. Monitor learning activities, providing feedback and reinforcement to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39. Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40. The teacher engages students in activities that help them link what they already know to new content about to be addressed and facilitates these linkages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41. Assist students in accessing, interpreting, and evaluating information from multiple sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42. Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. The teacher organizes the class in such a way as to facilitate students working on complex tasks that require them to generate and test hypotheses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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INSTRUCTIONAL EMPLOYEE (Continued)

STUDENT INSTRUCTIONAL ENGAGEMENT (Continued)

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	.93	=	
Effective		X	1.85	=	
Highly Effective		X	2.31	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 12-18	Effective 19-24	Highly Effective 25-30
Summative Scale Value	0	12	24	30

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INSTRUCTIONAL EMPLOYEE (Continued)

TECHNOLOGY	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
47. Use appropriate technology in instructional delivery.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48. Use technology to establish an atmosphere of active learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49. Provide students with opportunities to use technology to gather and share information with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. Facilitate student access to the use of electronic resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. Explore and evaluate new technologies and their educational impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52. Use technology to review student assessment data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53. Use technology for administrative tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	1.15	=	
Effective		X	2.29	=	
Highly Effective		X	2.86	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 8-11	Effective 12-16	Highly Effective 17-20
Summative Scale Value	0	8	16	20

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INSTRUCTIONAL EMPLOYEE (Continued)

COLLABORATION	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
54. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55. Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. Provide accurate and timely information to parents and students about academic and behavioral performance of students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. Work with other teachers in curriculum development, special activities, and sharing ideas and resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	1.20	=	
Effective		X	2.40	=	
Highly Effective		X	2.80	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 6-9	Effective 10-12	Highly Effective 13-14
Summative Scale Value	0	6	12	14

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INSTRUCTIONAL EMPLOYEE (Continued)

PROFESSIONAL LEARNING	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
59. Engage in continuing improvement of professional knowledge and skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60. Assist others in acquiring new knowledge and understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62. Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63. Participate in school data collection of teacher input on principal's performance assessment program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	1.20	=	
Effective		X	2.40	=	
Highly Effective		X	2.80	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 6-9	Effective 10-12	Highly Effective 13-14
Summative Scale Value	0	6	12	14

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INSTRUCTIONAL EMPLOYEE (Continued)

PROFESSIONAL RESPONSIBILITIES	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
64. Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65. Perform assigned duties including the accurate and timely filing of all reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66. Demonstrate attention to punctuality, attendance, records, and reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67. Maintain confidentiality of student and other professional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68. Comply with policies, procedures, and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69. Exercise appropriate professional judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70. Support school improvement initiatives by active participation in school activities, services, and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71. Perform other incidental tasks consistent with the goals and objectives of this position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	.75	=	
Effective		X	1.50	=	
Highly Effective		X	1.75	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 6-9	Effective 10-12	Highly Effective 13-14
Summative Scale Value	0	6	12	14

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INSTRUCTIONAL EMPLOYEE (Continued)

STUDENT GROWTH AND ACHIEVEMENT	Performance Values (Check)				Observation Code*
	U	NI/D	E	HE	Indicate all that apply
Performance Responsibilities					
72. Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unsatisfactory		X	0	=	
Needs Improvement/Developing		X	60.00	=	
Effective		X	120.00	=	
Highly Effective		X	150.00	=	
Category Raw Score					

Category Raw Score	Unsatisfactory 0	Needs Improvement/Developing 60	Effective 120	Highly Effective 150
Summative Scale Value	0	60	120	150

O – Observed

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NE – Not Evident

INSTRUCTIONAL EMPLOYEE (Continued)

OVERALL RATING

	Summative Scale Value			
	Unsatisfactory	Needs Improvement/Developing	Effective	Highly Effective
Planning/Preparation	0	8	16	20
Classroom Management	0	8	16	20
Assessment Evaluation	0	7	14	18
Student Instructional Engagement	0	12	24	30
Technology	0	8	16	20
Collaboration	0	6	12	14
Professional Learning	0	6	12	14
Professional Responsibilities	0	6	12	14
Student Growth And Achievement	0	60	120	150
TOTAL				

Overall Score _____

Unsatisfactory	Needs Improvement/Developing	Effective	Highly Effective
0-110	111-225	226-280	281-300

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