Employment Status:

Extended Term Substitutes

Temporary

STOCKTON UNIFIED SCHOOL DISTRICT

Probationary 1st Year OBSERVATION/CONFERENCE CHECKLIST

Probationary 2nd Year

Permanent

FOR CERTIFICATED NON-INSTRUCTIONAL ASSIGNMENT\*

Teacher's Name Date Last First M I

School Assignment (Grade(s) / Subject(s)) /Job Title

• For purposes of this form, "non-

Special Conditions (including type of class) Evaluator's Name

instructional" shall be defined as the work of any unit member who does not have a regular classroom assign- ment, but may be engaged in direct instruction.

**PRE-OBSERVATION CONFERENCE (NOT REQUIRED OTHER THAN FOR FIRST OBSERVATION)**

Date of Pre-Observation Conference:

Comments:

Date of Post-Observation Conference: Summary of Post Observation Conference:

I. THE TEACHER'S ADHERENCE TO CURRICULAR OBJECTIVES AND/OR PROGRAM GOALS AND OBJECTIVES. Indicators of Performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Commendable | Satisfactory | Needs Improvement | Unsatisfactory | Does not Apply |
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The Teacher:

1. Shows a knowledge of curricular and course

standards; and/or program goals and objectives.

2. Has objectives which are directly related to curriculum and standards and/or program goals and objectives.

3. Develops and implements activities to

reach curricular goals and standards and/or program goals and objectives.

4. Uses materials which support and reinforce curriculum and standards and/or program

goals and objectives.

5. Reflects evidence of planning.

6. Other (Explain):

Summary Commendable

Satisfactory

Needs Improvement (Comment Required)

Unsatisfactory (Comment Required)

Comments:

Evaluatee

**II. THE CONTRIBUTION OF THE TEACHER TO THE PROGRESS OF THE PUPILS TOWARD STANDARDS**

**ESTABLISHED BY THE DISTRICT.**

Indicators of Performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Commendable | Satisfactory | Needs Improvement | Unsatisfactory | Does not Apply |
|  |  |  |  |  |
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The teacher

1. Shows knowledge of students' abilities as they relate to program goals and objectives.

2. Develops and implements activities related to program goals and

objectives.

3. Maintains appropriate program records

4. Other (explain):

Summary

Commendable

Satisfactory

Needs Improvement (comment required)

Unsatisfactory (comment required)

Comments:

**III. THE INSTRUCTIONAL TECHNIQUES AND STRATEGIES USED BY THE TEACHER.**

Teacher is to identify and list five indicators of performance based on program goals and/or objectives. Evaluator is to identify and list the indicators of performance based on program goals and objectives.

**Indicators of Performance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Commendable | Satisfactory | Needs Improvement | Unsatisfactory | Does not Apply |
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Evaluatee

6.

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| --- | --- | --- | --- | --- |
| Commendable | Satisfactory | Needs Improvement | Unsatisfactory | Does not Apply |
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7.

8.

9. Other (Explain)

Summary Commendable

Satisfactory

Needs Improvement (comment required)

Unsatisfactory (comment required)

Comments:

**IV. THE ESTABLISHMENT AND MAINTENANCE OF A SUITABLE ENVIRONMENT WITHIN THE SCOPE OF THE TEACHER'S ASSIGNMENT.**

Indicator of performance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Commendable | Satisfactory | Needs Improvement | Unsatisfactory | Does not Apply |
|  |  |  |  |  |
|  |  |  |  |  |

1. Establishes an environment conducive to learning.

2. Maintains an orderly environment with materials displayed and appropriately stored.

3. Other (Explain)

Summary: Commendable (comment suggested) Satisfactory

Needs Improvement (comment required) Unsatisfactory (comment required)

Comments:

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Observation Checklist Non-Instructional, Page 4 Date Name

Evaluatee

V. THE PERFORMANCE OF OTHER DUTIES ADJUNCT TO THE TEACHER'S ASSIGNMENT.

Commendable Comments: Satisfactory

Needs Improvement (comment required)

Unsatisfactory (comment required)

VI. DEMONSTRATES QUALITY IN THE HUMAN RELATIONSHIPS WITH STUDENTS, PARENTS AND OTHER DISTRICT PERSONNEL.

Commendable Comments: Satisfactory

Needs Improvement (comment required)

Unsatisfactory (comment required)

Post Observation Conference:

Specific Plan For Improvement (required if observation is checked ''Needs Improvement'' or "Unsatisfactory"):

Teacher's Comments:

(signed)

Evaluator Title Date

I have received a copy of the above report.\*

(signed)

Teacher

Date

\* Additional comments may be written and attached within three (3) working days.

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