

**CONWAY SCHOOL DISTRICT  
PROFESSIONAL EVALUATION SYSTEM**

**CONWAY ANNUAL TEACHER EVALUATION**

**2011**

**ADOPTED 2000-2001  
Revised 2003-2004  
Revised 2011**

**Acknowledgement of original source for the  
Conway School District Professional Evaluation System**

*Danielson, Charlotte. Enhancing Professional Practice: A Framework for Teaching,  
2<sup>nd</sup> Edition. Copyright © 1996, 2007 2<sup>nd</sup> edition, by the Association for Supervision and  
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**CONWAY SCHOOL DISTRICT  
PROFESSIONAL EVALUATION SYSTEM**

**CONWAY ANNUAL TEACHER EVALUATION**

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# CONWAY SCHOOL DISTRICT PROFESSIONAL EVALUATION SYSTEM

## **COMMITTEE MEMBERS:**

Janine McLauchlan, Bob Gadowski, Mark Zangari, Neal Moylan, Carl Nelson, Curtis Finney, Rami Coffey, Rebecca Hill, Elizabeth Hughes, Sean Littlefield, Lynne Brydon.

## **GOALS OF THE PROFESSIONAL SYSTEM:**

The Goals of the Conway District Professional Evaluation System are to:

- Improve instruction
- Encourage reflective practice
- Foster professional dialogue between teacher and supervisor
- Provide a mutually understood set of priorities focused on improvement
- Foster continuous improvement and professional growth
- Provide a mechanism for differentiating performance and awarding compensation
- Provide districtwide needs data for providing staff development

## **THE CONWAY ANNUAL TEACHER EVALUATION FORM (CATE)**

At the core of the Professional Evaluation System is the CATE. (See Appendix A) The CATE Form is based on research about teaching and learning, and represents a credible and widely accepted set of criteria associated with effective teaching. The framework and criteria are consistent with the beliefs of the Conway educational community. The CATE instrument has four categories of criteria or domains, relating to teaching performance. They are:

- Planning and Preparation
- The Classroom Environment
- Instruction
- Professional Responsibilities

Rubrics for each domain are found in Appendix B and/or in Enhancing Professional Practice, A Framework for Teaching (2<sup>nd</sup> edition) by Charlotte Danielson.

The criteria in the instructional domain are weighted double the value of the other criteria to emphasize the critical importance of this domain.

## **PROCEDURES FOR THE PROFESSIONAL EVALUATION SYSTEM:**

A framework for the evaluation process follows, with details and timelines outlined on the **Conway Professional Evaluation System Grid** for teachers at these four levels. All placements are based on annual decisions.

- **Unsatisfactory**

Demonstrates unsatisfactory performance by achieving less than 43 percent

Makes unsatisfactory improvement on annual goals

At risk of nonrenewal

A teacher can remain unsatisfactory for up to 1 year.

- **Basic**

Demonstrates basic performance by achieving 43-59 percent

Makes significant measurable progress toward the achievement of annual goals

Faculty new to the district will typically be at Basic level

A probationary teacher can remain at the Basic level for up to 3 years.

- **Proficient**

Demonstrates proficient performance by achieving 60-84 percent

Makes significant measurable progress toward the achievement of annual goals

This is the expected level of teacher performance for most teachers

- **Distinguished**

Demonstrates distinguished performance by achieving 85-100 percent

Achieves Annual Goals

Assumes additional responsibilities which will impact the professional development of other staff

CONWAY PROFESSIONAL EVALUATION SYSTEM TIMELINE

DATE	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
JUN 15	GOAL CONFERENCE			
JUN 30				
JUL 15				
JUL 30				
AUG 15				
AUG 30				
SEP 15		GOAL CONFERENCE		
SEP 30				
OCT 15	1 OBSERVATION DONE		GOAL CONFERENCE DONE	
OCT 30				
NOV 15				
NOV 30				
DEC 15	NEW EMPLOYEE BASELINE CATE DONE			
DEC 30				
JAN 15				
JAN 30				
FEB 15				
FEB 28				
MAR 15	ALL OBSERVATIONS DONE			
MAR 30	SUMMATIVE EVAL, CATE INDICATING PLACEMENT DONE			
APR 15	NOTIFICATION OF NON- RENEWAL BY LAW -----			
APR 30				
MAY 15				
MAY 21			SUMMATIVE EVAL, CATE INDICATING PLACEMENT DONE	

## CONWAY PROFESSIONAL EVALUATION SYSTEM TIMELINE 6.28.01

	<b>EVALUATION STEPS</b>	<b>DOCUMENTATION</b>	<b>SCHEDULE</b>
<b>UNSATISFACTORY</b> Less than 43 percent	<p>Review goals derived from identified deficiencies</p> <p>Minimum of 2 formal observations with documentation Minimum of 2 informal observations with documentation</p> <p>Summative evaluation</p>	<p>Statement of Goals</p> <p>Appropriate observation forms</p> <p>Teacher self evaluation on CATE; supervisor evaluation on CATE with written documentation/evidence file</p>	<p>Goal conference by June 15 of placement year</p> <p>1 observation by October 15 All observations complete by March 15</p> <p>Summative evaluation with completed and signed CATE indicating placement by March 30</p> <p>Non renewal notification by April 15</p>
<b>BASIC</b> 43 - 59 percent	<p>Establish goals in conference</p> <p>Minimum of 1 formal observation and 2 informal observations with documentation</p> <p>Summative evaluation</p>	<p>Statement of goals</p> <p>Appropriate observation forms</p> <p>Teacher self evaluation on CATE; supervisor evaluation on CATE with written documentation/evidence file</p>	<p>Goal conference by September 15</p> <p>At least 1 observation by October 15. All observations complete by March 15</p> <p>Summative evaluation with completed and signed CATE indicating placement by March 30</p> <p>Non renewal notification by April 15</p>
<b>PROFICIENT</b> 60 - 84 percent	<p>Establish goals in conference</p> <p>Formal and informal observations of classroom and other professional responsibilities as determined in goals conference</p> <p>Summative evaluation</p>	<p>Statement of goals</p> <p>Appropriate forms Other evidence as per agreement</p> <p>Teacher self evaluation on CATE; supervisor evaluation on CATE with written documentation/evidence file</p>	<p>Goal conference by October 15</p> <p>Summative evaluation with completed and signed CATE indicating placement by May 21</p>
<b>DISTINGUISHED</b> 85 - 100 percent	<p>Establish goals in conference</p> <p>Formal and informal observation of classroom and other professional responsibilities as determined in goals conference</p> <p>Summative evaluation</p>	<p>Statement of goals</p> <p>Appropriate forms Other evidence as per agreement</p> <p>Teacher self evaluation on CATE; supervisor evaluation on CATE with written documentation/evidence</p>	<p>Goal conference by October 15</p> <p>Summative evaluation with completed and signed CATE indicating placement by May 21</p>

NOTE: All employees new to the district will receive a completed and signed baseline CATE by December 15

## **CONWAY PROFESSIONAL EVALUATION SYSTEM OBSERVATION PROCEDURES**

All classroom observations of the teaching performance of any teacher shall be conducted openly and with the full knowledge of the teacher. No teacher shall receive adverse comments from any observer in the presence of the pupils.

Each teacher shall be given his/her observation report within 7 days of the observation, and shall have the opportunity to discuss such report with his/her supervisor and/or principal. After such discussions the teacher shall sign the report, but the teacher's signature does not necessarily indicate agreement with its contents. If the teacher disagrees with the evaluation or observation report, he/she may so indicate in writing within one week of receipt of the evaluation or observation report; and upon request, the written statement of disagreement shall be placed in his/her personnel file and attached to the relative documents. At the time of signing, the teacher shall be given a copy of his/her evaluation.

The forms that will be used are the **Conway School District Annual Statement of Goals/Personal Plan**, the **Conway Professional Evaluation System Formal Observation Form**, and the **Conway School District Informal Observation Form** (See Appendix C).

### **QUESTIONS AND ANSWERS ABOUT THE CONWAY PROFESSIONAL EVALUATION SYSTEM:**

- **QUESTION: Is everyone evaluated annually in each category of each component?**

*ANSWER: Yes. However, it is expected that teachers and supervisors will focus on specific evaluation evidence related to goals and improvement targets.*

- **QUESTION: How are goals determined using CATE?**

*ANSWER: The teacher and supervisor complete the CATE prior to the goals conference, and these forms will be used in the goal setting process.*

- **QUESTION: Do all goals need to be rooted in CATE?**

*ANSWER: Yes.*

- **QUESTION: What type of evidence will be collected and by whom?**

*ANSWER: The teacher will collect the evidence identified by the supervisor. The evidence will be decided upon at the goal setting conference. . Evidence may include formal or informal observation documentation.*

- **QUESTION: Will every teacher be formally observed each year?**

*ANSWER: Unsatisfactory teachers will receive a minimum of 2 formal observations and two informal observations with documentation during the year. Basic teachers will receive a minimum of 1 formal and 2 informal observations per year with documentation. For all other teachers, the number and type of evaluations and documentation will be determined at the annual goal setting conference.*

- **QUESTION: How will evidence be evaluated and by whom?**

*ANSWER: The supervisor will review the evidence with the teacher at the summative evaluation session, and deliver the completed CATE within the Conway Professional Evaluation System Timeline.*

- **QUESTION: How is the CATE point total translated into compensation?**

*ANSWER: Each teacher will be eligible for compensation based on the CATE point total in accordance with the negotiated contract.*

- **QUESTION: Is there an appeal process, and if so how does it work?**

*ANSWER: As per Article V-(5-3) of the CEA Agreement, “any evaluation that does not adhere to the procedures set forth in the Professional Evaluation System shall be subject to the grievance procedure with such being the issue. The judgment exercised in the evaluation, if based on accurate information, is not grieveable.”*

## ANNUAL STATEMENT OF GOALS/PERSONAL PLAN

SCHOOL YEAR: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_ ENDORSEMENTS: \_\_\_\_\_  
 \_\_\_\_\_

EDUCATOR NAME \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

GOALS	CATE REFERENCE	TIMELINE	DOCUMENTATION EVIDENCE	DATE OF CHECK	INITIALS

EDUCATOR SIGNATURE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

# CONWAY PROFESSIONAL EVALUATION SYSTEM

## FORMAL OBSERVATION FORM

EDUCATOR \_\_\_\_\_

OBSERVER \_\_\_\_\_

TEACHING ASSIGNMENT \_\_\_\_\_

DATE \_\_\_\_\_

OBSERVATION NUMBER \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

TIME: From

### OBSERVATION SUMMARY:

### COMMENTS and/or SUGGESTION:

### EDUCATOR'S COMMENTS:

**SIGNED** \_\_\_\_\_  
(Educator)

**SIGNED** \_\_\_\_\_  
(Supervisor)

**DATE** \_\_\_\_\_

**DATE** \_\_\_\_\_

(SIGNATURES INDICATE THAT THE OBSERVATION HAS BEEN MADE AND SHARED. THE EDUCATOR'S SIGNATURE DOES NOT NECESSARILY INDICATE AGREEMENT WITH THE OBSERVATION.)

1 COPY TO EDUCATOR

1 COPY TO OBSERVER

1 COPY TO PERSONNEL FILE

CONWAY SCHOOL DISTRICT  
PROFESSIONAL EVALUATION SYSTEM  
INFORMAL OBSERVATION FORM

**EDUCATOR** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**OBSERVER:** \_\_\_\_\_

**OBSERVER SIGNATURE** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# **APPENDIX A**

# CONWAY ANNUAL TEACHER EVALUATION FORM (CATE)

Revised 2011

Name:

Position:

Date:

<b>PLANNING AND PREPARATION</b>	(0) Unsatisfactory	(1) Basic	(2) Proficient	(3) Distinguished
<b><i>Component 1a: Demonstrating Knowledge of Content and Pedagogy</i></b>				
1a.1 Knowledge of content and the structure of the discipline				
1a.2 Knowledge of prerequisite relationships				
1a.3 Knowledge of content-related pedagogy				
<b><i>Component 1b: Demonstrating Knowledge of Students</i></b>				
1b.1 Knowledge of child and adolescent development				
1b.2 Knowledge of the learning process				
1b.3 Knowledge of students' skills, knowledge and language proficiency				
1b.4 Knowledge of students' interests and cultural heritage				
1b.5 Knowledge of students' special needs.				
<b><i>Component 1c: Setting Instructional Outcomes</i></b>				
1c.1 Value, sequence and alignment				
1c.2 Clarity				
1c.3 Balance				
1c.4 Suitability for diverse learners				
<b><i>Component 1d: Demonstrating Knowledge of Resources</i></b>				
1d.1 Resources for classroom use				
1d.2 Resources to extend content knowledge and pedagogy				
1d.3 Resources for students				
<b><i>Component 1e: Designing Coherent Instruction</i></b>				
1e.1 Learning activities				
1e.2 Instructional materials and resources				
1e.3 Instructional groups				
1e.4 Lesson and unit structure				
<b><i>Component 1f: Designing Student Assessments</i></b>				
1f.1 Congruence with instructional outcomes				
1f.2 Criteria and standards				
1f.3 Design of formative assessments				
1f.4 Use for planning				

Comments:

Points Earned: \_\_\_\_\_  
Total Possible Points 69

# ANNUAL TEACHER EVALUATION FORM (CATE) Revised 2011

Name:

Position:

Date:

<b>THE CLASSROOM ENVIRONMENT</b>	(0) Unsatisfactory	(1) Basic	(2) Proficient	(3) Distinguished
<b>Component 2a: Creating an Environment of Respect and Rapport</b>				
2a.1 Teacher interaction with students				
2a.2 Student interactions with other students				
<b>Component 2b: Establishing a Culture for Learning</b>				
2b.1 Importance of the content				
2b.2 Expectations for learning and achievement				
2b.3 Student pride in work				
<b>Component 2c: Managing Classroom Procedures</b>				
2c.1 Management of instructional groups				
2c.2 Management of transitions				
2c.3 Management of materials and supplies				
2c.4 Performance of noninstructional duties				
2c.5 Supervision of volunteers and paraprofessionals				
<b>Component 2d: Managing Student Behavior</b>				
2d.1 Expectations				
2d.2 Monitoring of student behavior				
2d.3 Response to student misbehavior				
<b>Component 2e: Organizing Physical Space</b>				
2e.1 Safety and accessibility				
2e.2 Arrangement of furniture and use of physical resources				

Comments:

Points Earned: \_\_\_\_\_

Total Possible Points 45

# ANNUAL TEACHER EVALUATION FORM (CATE)

Revised 2011

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

INSTRUCTION	(0) Unsatisfactory	(2) Basic	(4) Proficient	(6) Distinguished
<b>Component 3a: Communicating with Students</b>				
3a.1 Expectations for learning				
3a.2 Directions and procedures				
3a.3 Explanations of content				
3a.4 Use of oral and written language				
<b>Component 3b: Using Questioning and Discussion Techniques</b>				
3b.1 Quality of questions				
3b.2 Discussion techniques				
3b.3 Student participation				
<b>Component 3c: Engaging Students in Learning</b>				
3c.1 Activities and assignments				
3c.2 Grouping of students				
3c.3 Instructional materials and resources				
3c.4 Structure and pacing				
<b>Component 3d: Using Assessment in Instruction</b>				
3d.1 Assessment criteria				
3d.2 Monitoring of student learning				
3d.3 Feedback to students				
3d.4 Student self-assessment and monitoring of progress				
<b>Component 3e: Demonstrating Flexibility and Responsiveness</b>				
3e.1 Lesson adjustment				
3e.2 Response to students				
3e.3 Persistence				

Comments: \_\_\_\_\_

Points Earned: \_\_\_\_\_  
 Total Possible points 108

# ANNUAL TEACHER EVALUATION FORM (CATE)

Revised 2011

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

<b>PROFESSIONAL RESPONSIBILITIES</b>	(0) Unsatisfactory	(1) Basic	(2) Proficient	(3) Distinguished
<b>Component 4a: Reflecting on Teaching</b>				
4a.1 Accuracy				
4a.2 Use in future teaching				
<b>Component 4b: Maintaining Accurate Records</b>				
4b.1 Student completion of assignments				
4b.2 Student progress in learning				
4b.3 Noninstructional records				
<b>Component 4c: Communicating with Families</b>				
4c.1 Information about the instructional program				
4c.2 Information about individual students				
4c.3 Engagement of families in the instructional program				
<b>Component 4d: Participating in a Professional Community</b>				
4d.1 Relationships with colleagues				
4d.2 Involvement in a culture of professional inquiry				
4d.3 Service to the school				
4d.4 Participation in school and district projects				
<b>Component 4e: Growing and Developing Professionally</b>				
4e.1 Enhancement of content knowledge and pedagogical skill				
4e.2 Receptivity to feedback from colleagues				
4e.3 Service to the profession				
<b>Component 4f: Showing Professionalism</b>				
4f.1 Integrity and ethical conduct				
4f.2 Service to students				
4f.3 Advocacy				
4f.4 Decision making				
4f.5 Compliance with school and district regulations				

Comments: \_\_\_\_\_

Points Earned \_\_\_\_\_  
Total Possible Points 60

**ANNUAL TEACHER EVALUATION FORM (CATE)** Revised 2011

Name:

Position:

Date:

**Evaluation Summary**  
*for office use*

Percentage Score: \_\_\_\_\_

Total possible points (282)

0 to 42 percent	0-119 Unsatisfactory
43 to 59 percent	120-167 Basic
60 to 84 percent	168-236 Proficient
85 to 100 percent	237-282 Distinguished

**ANNUAL TEACHER EVALUATION FORM (CATE)** Revised 2011

Name:

Position:

Date:

**Signature Page**

**RATING:** \_\_\_\_\_

Comments:

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This evaluation has been discussed with me.

(check one)      \_\_\_\_\_ I agree with its contents.

\_\_\_\_\_ I disagree with its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

# APPENDIX B

# Components Of Professional Practice

## **Components of Professional Practice**

### **Domain 1: Planning and Preparation**

#### **Component 1a: *Demonstrating Knowledge of Content and Pedagogy***

- Knowledge of content and the structure of the discipline
- Knowledge of prerequisite relationships
- Knowledge of content-related pedagogy

#### **Component 1b: *Demonstrating Knowledge of Students***

- Knowledge of child and adolescent development
- Knowledge of the learning process
- Knowledge of students' skills, knowledge and language proficiency
- Knowledge of students' interests and cultural heritage
- Knowledge of students' special needs.

#### **Component 1c: *Setting Instructional Outcomes***

- Value, sequence and alignment
- Clarity
- Balance
- Suitability for diverse learners

#### **Component 1d: *Demonstrating Knowledge of Resources***

- Resources for classroom use
- Resources to extend content knowledge and pedagogy
- Resources for students

#### **Component 1e: *Designing Coherent Instruction***

- Learning activities
- Instructional materials and resources
- Instructional groups
- Lesson and unit structure

#### **Component 1f: *Designing Student Assessments***

- Congruence with instructional outcomes
- Criteria and standards
- Design of formative assessments
- Use for planning

### **Domain 2: The Classroom Environment**

#### **Component 2a: *Creating an Environment of Respect and Rapport***

- Teacher interaction with students
- Student interactions with other students

#### **Component 2b: *Establishing a Culture for Learning***

- Importance of the content
- Expectations for learning and achievement
- Student pride in work

#### **Component 2c: *Managing Classroom Procedures***

- Management of instructional groups
- Management of transitions
- Management of materials and supplies
- Performance of noninstructional duties
- Supervision of volunteers and paraprofessionals

#### **Component 2d: *Managing Student Behavior***

- Expectations
- Monitoring of student behavior
- Response to student misbehavior

#### **Component 2e: *Organizing Physical Space***

- Safety and accessibility
- Arrangement of furniture and use of physical resources

## **Components of Professional Practice (*continued*)**

### **Domain 3: Instruction**

#### **Component 3a: *Communicating with Students***

- Expectations for learning
- Directions and procedures
- Explanations of content
- Use of oral and written language

#### **Component 3b: *Using Questioning and Discussion Techniques***

- Quality of questions
- Discussion techniques
- Student participation

#### **Component 3c: *Engaging Students in Learning***

- Activities and assignments
- Grouping of students
- Instructional materials and resources
- Structure and pacing

#### **Component 3d: *Using Assessment in Instruction***

- Assessment criteria
- Monitoring of student learning
- Feedback to students
- Student self-assessment and monitoring of progress

#### **Component 3e: *Demonstrating Flexibility and Responsiveness***

- Lesson adjustment
- Response to students
- Persistence

### **Domain 4: Professional Responsibilities**

#### **Component 4a: *Reflecting on Teaching***

- Accuracy
- Use in future teaching

#### **Component 4b: *Maintaining Accurate Records***

- Student completion of assignments
- Student progress in learning
- Noninstructional records

#### **Component 4c: *Communicating with Families***

- Information about the instructional program
- Information about individual students
- Engagement of families in the instructional program

#### **Component 4d: *Participating in a Professional Community***

- Relationships with colleagues
- Involvement in a culture of professional inquiry
- Service to the school
- Participation in school and district projects

#### **Component 4e: *Growing and Developing Professionally***

- Enhancement of content knowledge and pedagogical skill
- Receptivity to feedback from colleagues
- Service to the profession

#### **Component 4f: *Showing Professionalism***

- Integrity and ethical conduct
- Service to students
- Advocacy
- Decision making
- Compliance with school and district regulations

## DOMAIN 1: PLANNING AND PREPARATION

### Component 1a: Demonstrating Knowledge of Content and Pedagogy

*Elements:*

*Knowledge of Content and the structure of the discipline ● Knowledge of prerequisite relationships ● Knowledge of content-related pedagogy*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Knowledge of content and the structure of the discipline	In planning and practice, teacher makes content errors or does not correct errors made by the students.	Teacher is familiar with important concepts in the discipline but may display lack of awareness of how these concepts relate to one another.	Teacher displays solid knowledge of the important concepts in the discipline and how these relate to one another.	Teacher displays extensive knowledge of the important concepts in the discipline and how these relate both to one another and to other disciplines.
Knowledge of prerequisite relationships	Teacher's plans and practice displays little understanding of prerequisite relationships important to student learning of the content.	Teacher's plans and practice indicate some awareness of prerequisite relationships, although such knowledge may be inaccurate or incomplete.	Teacher's plans and practice reflect accurate understanding of prerequisite relationships among topics and concepts.	Teacher's plans and practices reflect understanding of prerequisite relationships among topics and concepts and a link to necessary cognitive structures by students to ensure understanding.
Knowledge of content-related pedagogy	Teacher displays little understanding of the range of pedagogical approaches suitable to student learning of the content.	Teacher's plans and practice reflect a limited range of pedagogical approaches or some approaches that are not suitable to the discipline or to students.	Teacher's plans and practice reflect familiarity with a wide range of pedagogical approaches in the discipline.	Teacher's plans and practice reflect familiarity with a wide range of effective pedagogical approaches in the discipline, anticipating student misconceptions.

# DOMAIN 1: PLANNING AND PREPARATION

## Component 1b: Demonstrating Knowledge of Students

### Elements:

*Knowledge of child and adolescent development ● Knowledge of the learning process ● Knowledge of students' skills, knowledge and language proficiency ● Knowledge of students' interests and cultural heritage ● Knowledge of students' special needs*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Knowledge of child and adolescent development	Teacher displays little or no knowledge of developmental characteristics of age group.	Teacher displays partial knowledge of developmental characteristics of age group.	Teacher displays accurate understanding of the typical developmental characteristics of the age group, as well as exceptions to the general patterns.	In addition to accurate knowledge of the typical development characteristics of the age group and exceptions to the general patterns, teacher displays knowledge of the extent to which individual students follow the general patterns.
Knowledge of the learning process	Teacher sees no value in understanding how students learn and does not seek information.	Teacher recognizes the value of knowing how students learn, but this knowledge is limited or outdated.	Teacher's knowledge of how students learn is accurate and current. Teacher applies this knowledge to the class as a whole and to groups of students.	Teacher displays extensive subtle understanding of how students learn and applies this knowledge to individual students.
Knowledge of students' skills, knowledge and language proficiency	Teacher displays little or no knowledge of students' skills, knowledge and language proficiency and does not indicate that such knowledge is valuable.	Teacher recognizes the value of understanding students' skills, knowledge and language proficiency but displays this knowledge for the class only as a whole.	Teacher recognizes the value of understanding students' skills, knowledge and language proficiency and displays this knowledge for groups of students.	Teacher displays understanding of individual students' skills, knowledge and language proficiency and has a strategy for maintaining such information.
Knowledge of students' interests and cultural heritage	Teacher displays little or no knowledge of students' interests or cultural heritage and does not indicate that such knowledge is valuable.	Teacher recognizes the value of understanding students' interests and cultural heritage but displays this knowledge for the class only as a whole.	Teacher recognizes the value of understanding students' interests and cultural heritage and displays this knowledge for groups of students.	Teacher recognizes the value of understanding students' interests and cultural heritage and displays this knowledge for individual students.
Knowledge of students' special needs	Teacher displays little or no understanding of students' special learning or medical needs or why such knowledge is important.	Teacher displays awareness of the importance of knowing students' special learning or medical needs, but such knowledge may be incomplete or inaccurate.	Teacher is aware of students' special learning and medical needs.	Teacher possesses information about each student's learning and medical needs, collecting such information from a variety of sources.

# DOMAIN 1: PLANNING AND PREPARATION

## Component 1c: Selecting Instructional Goals

*Elements:*

*Value, sequence, and alignment • Clarity • Balance • Suitability for diverse learners*

	LEVEL OF PERFORMANCE			
ELEMENT	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Value, sequence and alignment</b>	Outcomes represent low expectations for students and lack of rigor. They do not reflect important learning in the discipline or a connection to a sequence of learning.	Outcomes represent moderately high expectations and rigor. Some reflect important learning in the discipline and at least some connection to a sequence of learning.	Most outcomes represent high expectations and rigor and important learning in the discipline. They are connected to a sequence of learning.	All outcomes represent high expectations and rigor and important learning in the discipline. They are connected to a sequence of learning both in the discipline and in related disciplines.
<b>Clarity</b>	Outcomes are either not clear or stated as activities, not as student learning. Outcomes do not permit viable methods of assessment.	Outcomes are only moderately clear or consist of a combination of outcomes and activities. Some outcomes do not permit viable methods of assessment.	All the instructional outcomes are clear, written in the form of student learning. Most suggest viable methods of assessment.	All the instructional outcomes are clear, written in the form of student learning, and permit viable methods of assessment.
<b>Suitability for Diverse Students</b>	Outcomes are not suitable for the class or are not based on any assessment of student needs.	Most outcomes are suitable for most of the students in the class based on global assessments of student learning.	Most outcomes are suitable for all students in the class and are based on evidence of student proficiency. However, the needs of some individual students may not be accommodated.	Outcomes are based on a comprehensive assessment of student learning and take into account the varying needs of individual students and groups.
<b>Balance</b>	Outcomes reflect only one type of learning and only one discipline or strand.	Outcomes reflect several types of learning, but the teacher has made no attempt at coordination or integration.	Outcomes reflect several different types of learning and opportunities for coordination.	Where appropriate, outcomes reflect several different types of learning and opportunities for both coordination and integration.

# DOMAIN 1: PLANNING AND PREPARATION

## Component 1d: Demonstrating Knowledge of Resources

### *Elements:*

*Resources for classroom use • Resources to extend content knowledge and pedagogy • Resources for students*

	LEVEL OF PERFORMANCE			
ELEMENT	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Resources for classroom use</b>	Teacher is unaware of resources for classroom use available through the school or district.	Teacher displays awareness of resources available for classroom use through the school or district but no knowledge of resources available more broadly.	Teacher displays awareness of resources available for classroom use through the school or district and some familiarity with resources external to the school and on the Internet.	Teacher's knowledge of resources for classroom use is extensive, including those available through the school or district, in the community, through professional organizations and universities, and on the Internet.
<b>Resources to extend content knowledge and pedagogy</b>	Teacher is unaware of resources to enhance content and pedagogical knowledge available through the school or district.	Teacher displays awareness of resources to enhance content and pedagogical knowledge available through the school or district but no knowledge of resources available more broadly.	Teacher displays awareness of resources to enhance content and pedagogical knowledge available through the school or district and some familiarity with resources external from the school and on the Internet.	Teacher's knowledge of resources to enhance content and pedagogical knowledge is extensive, including those available through the school or district, in the community, through professional organizations and universities, and on the Internet.
<b>Resources for students</b>	Teacher is unaware of resources for students available through the school or district.	Teacher displays awareness of resources for students available through the school or district but no knowledge of resources available more broadly.	Teacher displays awareness of resources for students available through the school or district and some familiarity with resources external to the school on the Internet.	Teacher's knowledge of resources for students is extensive, including those available through the school or district, in the community, and on the Internet.

# DOMAIN 1: PLANNING AND PREPARATION

## Component 1e: Designing Coherent Instruction

### *Elements:*

*Learning activities • Instructional materials and resources • Instructional groups • Lesson and unit structure*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Learning activities	Learning activities are not suitable to students or instructional outcomes and are not designed to engage students in active intellectual activity.	Only some of the learning activities are suitable to students or instructional outcomes. Some represent a moderate cognitive challenge, but with no differentiation for different students.	All of the learning activities are suitable to students or to the instructional outcomes and most represent significant cognitive challenge, with some differentiation for different groups of students.	Learning activities are highly suitable to diverse learners and support the instructional outcomes. They are all designed to engage students in high level cognitive activity and are differentiated, as appropriate, for individual learners.
Instructional materials and resources	Materials and resources are not suitable for students and do not support the instructional outcomes or engage students in meaningful learning.	Some of the materials and resources are suitable for students, support the instructional outcomes, and engage students in meaningful learning.	All of the materials and resources are suitable to students, support the instructional outcomes, and are designed to engage students in meaningful learning.	All of the materials and resources are suitable to students, support the instructional outcomes, and are designed to engage students in meaningful learning. There is evidence of appropriate use of technology and of student participation in selecting or adapting materials.
Instructional groups	Instructional groups do not support the instructional outcomes and offer no variety.	Instructional groups partially support the instructional outcomes, with an effort at providing some variety.	Instructional groups are varied as appropriate to the students and the different instructional outcomes.	Instructional groups are varied as appropriate to the students and the different instructional outcomes. There is evidence of student choice in selecting the different patterns of instructional groups.
Lesson and unit structure	The lesson or unit has no clearly defined structure, or the structure is chaotic. Activities do not follow an organized progression, and time allocations are unrealistic.	The lesson or unit has a recognizable structure, although the structure is not uniformly maintained throughout. Progression of activities is uneven, with most time allocations reasonable.	The lesson or unit has a clearly defined structure around which activities are organized. Progression of activities is even, with reasonable time allocations.	The lesson's or unit's structure is clear and allows for different pathways according to diverse student needs. The progression of activities is highly coherent.

# DOMAIN 1: PLANNING AND PREPARATION

## Component 1f: Designing Student Assessments

### *Elements:*

*Congruence with instructional outcomes • Criteria and standards • Design of formative assessments • Use for planning*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Congruence with instructional outcomes</b>	Assessment procedures are not congruent with instructional outcomes.	Some of the instructional outcomes are assessed through the proposed approach, but many are not.	All the instructional outcomes are assessed through the approach to assessment; assessment methodologies may have been adapted for groups of students.	Proposed approach to assessment is fully aligned with the instructional outcomes in both content and process. Assessment methodologies have been adapted for individual students, as needed.
<b>Criteria and standards</b>	The proposed approach contains no criteria or standards.	Assessment criteria and standards have been developed, but they are not clear.	Assessment criteria and standards are clear.	Assessment criteria and standards are clear; there is evidence that the students contributed to their development.
<b>Design of formative assessments</b>	Teacher has no plan to incorporate formative assessment in the lesson or unit.	Approach to use of formative assessment is rudimentary, including only some of the instructional outcomes.	Teacher has a well-developed strategy to using formative assessment and has designed particular approaches to be used.	Approach to using formative assessment is well designed and includes student as well as teacher use of the assessment information.
<b>Use for planning</b>	Teacher has no plans to use assessment results in designing future instruction.	Teacher plans to use assessment results to plan for future instruction for the class as a whole.	Teacher plans to use assessment results to plan for future instruction for groups of students.	Teacher plans to use assessment results to plan for future instruction for individual students.

## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2a: Creating an Environment of Respect and Rapport

*Elements:*

*Teacher interaction with students • Student interactions with other students*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Teacher interaction with students</b>	Teacher interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for teacher.	Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures. Students exhibit only minimal respect for teacher.	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the age and cultures of the students. Students exhibit respect for teacher.	Teacher interactions with students reflect genuine respect and caring for individuals as well as groups of students. Students appear to trust the teacher with sensitive information.
<b>Student interactions with other students</b>	Student interactions are characterized by conflict, sarcasm, or put-downs.	Students do not demonstrate disrespect for one another.	Student interactions are generally polite and respectful.	Students demonstrate genuine caring for one another and monitor one another's treatment of peers, correcting classmates respectfully when needed.

## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2b: Establishing a Culture for Learning

*Elements:*

*Importance of the content • Expectations for learning and achievement • Student pride in work*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Importance of the content</b>	Teacher or students convey a negative attitude toward the content, suggesting that it is not important or has been mandated by others.	Teacher communicates importance of the work but with little conviction and only minimal apparent buy-in by the students.	Teacher conveys genuine enthusiasm for the content, and students demonstrate consistent commitment to its value.	Students demonstrate through their active participation, curiosity, and taking initiative that they value the importance of the content.
<b>Student Pride in Work</b>	Students demonstrate little or no pride in their work. They seem to be motivated by the desire to complete a task rather than do high-quality work.	Students minimally accept the responsibility to do good work but invest little of their energy into its quality.	Students accept the teacher's insistence on work of high quality and demonstrate pride in that work.	Students demonstrate attention to detail and take obvious pride in their work, initiating improvements in it by, for example, revising drafts on their own or helping peers.
<b>Expectations for learning and achievement</b>	Instructional outcomes, activities and assignments, and classroom interactions convey low expectations for at least some students.	Instructional outcomes, activities and assignments, and classroom interactions convey only modest expectations for student learning and achievement.	Instructional outcomes, activities and assignments, and classroom interactions convey high expectations for most students.	Instructional outcomes, activities and assignments, and classroom interactions convey high expectations for all students. Students appear to have internalized these expectations.

## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2c: Managing Classroom Procedures

*Elements:*

*Management of instructional groups • Management of transitions • Management of materials and supplies*

*Performance of noninstructional duties • Supervision of volunteers and paraprofessionals*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Management of instructional groups	Students not working with the teacher are not productively engaged in learning.	Students in only some groups are productively engaged in learning while unsupervised by the teacher.	Small-group work is well organized, and most students are productively engaged in learning while unsupervised by the teacher.	Small-group work is well organized, and students are productively engaged at all times, with students assuming responsibility for productivity.
Management of transitions	Transitions are chaotic, with much time lost between activities or lesson segments.	Only some transitions are efficient, resulting in some loss of instructional time.	Transitions occur smoothly, with little loss of instructional time.	Transitions are seamless, with students assuming responsibility in ensuring their efficient operation.
Management of materials and supplies	Materials and supplies are handled inefficiently, resulting in significant loss of instructional time.	Routines for handling materials and supplies function moderately well, but with some loss of instructional time.	Routines for handling materials and supplies occur smoothly, with little loss of instructional time.	Routines for handling materials and supplies are seamless, with students assuming some responsibility for smooth operation.
Performance of noninstructional duties	Considerable instructional time is lost in performing noninstructional duties.	Systems for performing noninstructional duties are only fairly efficient, resulting in some loss of instructional time.	Efficient systems for performing noninstructional duties are in place, resulting in minimal loss of instructional time.	Systems for performing noninstructional duties are well established, with students assuming considerable responsibility for efficient operation.
Supervision of volunteers and paraprofessionals	Volunteers and paraprofessionals have no clearly defined duties and are idle most of the time.	Volunteers and paraprofessionals are productively engaged during portions of class time but require frequent supervision.	Volunteers and paraprofessionals are productively and independently engaged during the entire class.	Volunteers and paraprofessionals make a substantive contribution to the classroom environment.

## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2d: Managing Student Behavior

*Elements:*

*Expectations • Monitoring of student behavior • Response to student misbehavior*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Expectations</b>	No standards of conduct appear to have been established, or students are confused as to what the standards are.	Standards of conduct appear to have been established, and most students seem to understand them.	Standards of conduct are clear to all students.	Standards of conduct are clear to all students and appear to have been developed with student participation.
<b>Monitoring of student behavior</b>	Student behavior is not monitored, and teacher is unaware of what students are doing.	Teacher is generally aware of student behavior but may miss the activities of some students.	Teacher is alert to student behavior at all times.	Monitoring by teacher is subtle and preventive. Students monitor their own and their peers' behavior, correcting one another respectfully.
<b>Response to student misbehavior</b>	Teacher does not respond to misbehavior, or the response is inconsistent, is overly repressive, or does not respect the student's dignity.	Teacher attempts to respond to student misbehavior but with uneven results, or there are no major infractions of the rules.	Teacher response to misbehavior is appropriate and successful and respects the student's dignity, or student behavior is generally appropriate.	Teacher response to misbehavior is highly effective and sensitive to students' individual needs, or student behavior is entirely appropriate.

## DOMAIN 2: THE CLASSROOM ENVIRONMENT

### Component 2e: Organizing Physical Space

*Elements:*

*Safety and accessibility • Arrangement of the furniture and use of physical resources*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Safety and accessibility	The classroom is unsafe, learning is not accessible to some students.	The classroom is safe, and at least essential learning is accessible to most students.	The classroom is safe, and learning is equally accessible to all students.	The classroom is safe, and students themselves ensure that all learning is equally accessible to all students.
Arrangement of furniture and use of physical resources	The furniture arrangement hinders the learning activities, or the teacher makes poor use of physical resources.	Teacher uses physical resources adequately. The furniture may be adjusted for a lesson, but with limited effectiveness.	Teacher uses physical resources skillfully, and the furniture arrangement is a resource for learning activities.	Both teacher and students use physical resources easily and skillfully, and students adjust the furniture to advance their learning.

## DOMAIN 3: INSTRUCTION

### Component 3a: Communicating with students

*Elements:*

*Expectations for learning • Directions and procedures • Explanations of content • Use of oral and written language*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Expectations for learning</b>	Teacher's purpose in a lesson or unit is unclear to students.	Teacher attempts to explain the instructional purpose, with limited success.	Teacher's purpose for the lesson or unit is clear, including where it is situated within the broader learning.	Teacher makes the purpose of the lesson or unit clear, including where it is situated within broader learning, linking that purpose to student interests.
<b>Directions and procedures</b>	Teacher's directions and procedures are confusing to students.	Teacher's directions and procedures are clarified after initial student confusion.	Teacher's directions and procedures are clear to students.	Teacher's directions and procedures are clear to students and anticipate possible student misunderstanding.
<b>Explanations of content</b>	Teacher's explanation of the content is unclear or confusing or uses inappropriate language.	Teacher's explanation of the content is uneven; some is done skillfully, but other portions are difficult to follow.	Teacher's explanation of the content is appropriate and connects with students' knowledge and experience.	Teacher's explanation of the content is imaginative and connects with student's knowledge and experience. Students contribute to explaining concepts to their peers.
<b>Use of oral and written language</b>	Teacher's spoken language is inaudible, or written language is illegible. Spoken or written language contains errors of grammar or syntax. Vocabulary may be inappropriate, vague, or used incorrectly, leaving students confused.	Teacher's spoken language is audible, and written language is legible. Both are used correctly and conform to standard English. Vocabulary is correct but limited or is not appropriate to students' ages or backgrounds.	Teacher's spoken and written language is clear and correct and conforms to standard English. Vocabulary is appropriate to students' age and interests.	Teacher's spoken and written language is correct and conforms to standard English. It is also expressive, with well-chosen vocabulary that enriches the lesson. Teacher finds opportunities to extend students' vocabularies.

## DOMAIN 3: INSTRUCTION

### Component 3b: Using Questioning and Discussion Techniques

*Elements:*

*Quality of questions • Discussion techniques • Student participation*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Quality of questions	Teacher's questions are virtually all of poor quality, with low cognitive challenge and single correct responses, and they are asked in rapid succession.	Teacher's questions are a combination of low and high quality, posed in rapid succession. Only some invite a thoughtful response.	Most of the teacher's questions are of high quality. Adequate time is provided for students to respond.	Teacher's questions are of uniformly high quality, with adequate time for students to respond. Students formulate many questions.
Discussion techniques	Interaction between teacher and students is predominantly recitation style, with teacher mediating all questions and answers.	Teacher makes some attempt to engage students in genuine discussion rather than recitation, with uneven results.	Teacher creates a genuine discussion among students, stepping aside when appropriate.	Students assume considerable responsibility for the success of the discussion, initiating topics and making unsolicited contributions.
Student participation	A few students dominate the discussion.	Teacher attempts to engage all students in the discussion, but with only limited success.	Teacher successfully engages all students in the discussion.	Students themselves ensure that all voices are heard in the discussion.

## DOMAIN 3: INSTRUCTION

### Component 3c: Engaging Students in Learning

*Elements:*

*Activities and assignments • Grouping of students • Instructional materials and resources • Structure and pacing*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Activities and assignments</b>	Activities and assignments are inappropriate for students' age or background. Students are not mentally engaged in them.	Activities and assignments are appropriate to some students and engage them mentally, but others are not engaged.	Most activities and assignments are appropriate to students, and almost all students are cognitively engaged in exploring content.	All students are cognitively engaged in the activities and assignments in their exploration of content. Students initiate or adapt activities and projects to enhance their understanding.
<b>Grouping of students</b>	Instructional groups are inappropriate to the students or to the instructional outcomes.	Instructional groups are only partially appropriate to the students or only moderately successful in advancing the instructional outcomes of the lesson.	Instructional groups are productive and fully appropriate to the students or to the instructional purpose of the lesson.	Instructional groups are productive and fully appropriate to the students or to the instructional purpose of the lesson. Students take the initiative to influence the formation or adjustment of instructional groups.
<b>Instructional materials and resources</b>	Instructional materials and resources are unsuitable to the instructional purposes or do not engage students mentally.	Instructional materials and resources are only partially suitable to the instructional purposes, or students are only partially mentally engaged with them.	Instructional materials and resources are suitable to the instructional purposes and engage students mentally.	Instructional materials and resources are suitable to the instructional purposes and engage students mentally. Students initiate the choice, adaptation, or creation of materials to enhance their learning.
<b>Structure and pacing</b>	The lesson has no clearly defined structure, or the pace of the lesson is too slow or rushed, or both.	The lesson has a recognizable structure, although it is not uniformly maintained throughout the lesson. Pacing of the lesson is inconsistent.	The lesson has a clearly defined structure around which the activities are organized. Pacing of the lesson is generally appropriate.	The lesson's structure is highly coherent, allowing for reflection and closure. Pacing of the lesson is appropriate for all students.

## DOMAIN 3: INSTRUCTION

### Component 3d: Using Assessment in Instruction

*Elements:*

*Assessment criteria • Monitoring of student learning • Feedback to students • Student Self-assessment and monitoring of progress*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Assessment criteria</b>	Students are not aware of the criteria and performance standards by which their work will be evaluated.	Students know some of the criteria and performance standards by which their work will be evaluated.	Students are fully aware of the criteria and performance standards by which their work will be evaluated.	Students are fully aware of the criteria and performance standards by which their work will be evaluated and have contributed to the development of the criteria.
<b>Monitoring of student learning</b>	Teacher does not monitor student learning in the curriculum.	Teacher monitors the progress of the class as a whole but elicits no diagnostic information.	Teacher monitors the progress of groups of students in the curriculum, making limited use of diagnostic prompts to elicit information.	Teacher actively and systematically elicits diagnostic information from individual students regarding their understanding and monitors the progress of individual students.
<b>Feedback to students</b>	Teacher's feedback to students is of poor quality and not provided in a timely manner.	Teacher's feedback to students is uneven, and its timeliness is inconsistent.	Teacher's feedback to students is timely and of consistently high quality.	Teacher's feedback to students is timely and of consistently high quality, and students make use of the feedback in their learning.
<b>Student self-assessment and monitoring of progress</b>	Students do not engage in self-assessment or monitoring of progress.	Students occasionally assess the quality of their own work against criteria and performance standards.	Students frequently assess and monitor the quality of their own work against criteria and performance standards.	Students not only frequently assess and monitor the quality of their own work against the assessment criteria and performance standards but also make active use of the information in their learning.

## DOMAIN 3: INSTRUCTION

### Component 3e: Demonstrating Flexibility and Responsiveness

*Elements:*

*Lesson adjustment • Response to students • Persistence*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Lesson adjustment	Teacher adheres rigidly to an instructional plan, even when a change is clearly needed.	Teacher attempts to adjust a lesson when needed, with only partially successful results.	Teacher makes a minor adjustment to a lesson, and the adjustment occurs smoothly.	Teacher makes a major adjustment to a lesson when needed.
Response to students	Teacher ignores or brushes aside students' questions or interests.	Teacher attempts to accommodate students' questions or interests, although the pacing of the lesson is disrupted.	Teacher successfully accommodates students' questions or interests.	Teacher seizes a major opportunity to enhance learning, building on students interests or a spontaneous event.
Persistence	When a student has difficulty learning, the teacher either gives up or blames the student or the student's home environment	Teacher accepts responsibility for the success of all students but has only a limited repertoire of instructional strategies to draw on.	Teacher persists in seeking approaches for students who have difficulty learning, drawing on a broad repertoire of strategies.	Teacher persists in seeking effective approaches for students who need help, using an extensive repertoire of strategies and soliciting additional resources from the school.

## DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

### Component 4a: Reflecting on Teaching

*Elements:*

*Accuracy • Use in future teaching*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Accuracy</b>	Teacher does not know whether a lesson was effective or achieved its instructional outcomes, or teacher profoundly misjudges the success of a lesson.	Teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional outcomes were met.	Teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes and can cite general references to support the judgment.	Teacher makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which it achieved its instructional outcomes, citing many specific examples from the lesson and weighing the relative strength of each.
<b>Use in future teaching</b>	Teacher has no suggestions for how a lesson could be improved another time the lesson is taught.	Teacher makes general suggestions about how the lesson could be improved another time the lesson is taught.	Teacher makes a few specific suggestions of what could be tried another time the lesson is taught.	Drawing on an extensive repertoire of skills, teacher offers specific alternative actions, complete with probable success of different courses of action.

## DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

### Component 4b: Maintaining Accurate Records

*Elements:*

*Student completion of assignments • Student progress in learning • Noninstructional records*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Student completion of assignments</b>	Teacher's system for maintaining information on student completion of assignments is in disarray.	Teacher's system for maintaining information on student completion of assignments is rudimentary and only partially effective.	Teacher's system for maintaining information on student completion of assignments is fully effective.	Teacher's system for maintaining information on student completion of assignments is fully effective. Students participate in maintaining the records.
<b>Student progress in learning</b>	Teacher has no system for maintaining information on student progress in learning, or the system is in disarray.	Teacher's system for maintaining information on student progress in learning is rudimentary and partially effective.	Teacher's system for maintaining information on student progress in learning is fully effective.	Teacher's system for maintaining information on student progress in learning is fully effective. Students contribute information and participate in interpreting the records.
<b>Noninstructional records</b>	Teacher's records for noninstructional activities are in disarray, resulting in errors and confusion.	Teacher's records for noninstructional activities are adequate, but they require frequent monitoring to avoid errors.	Teacher's system for maintaining information on noninstructional activities is fully effective.	Teacher's system for maintaining information on noninstructional activities is highly effective, and students contribute to its maintenance.

## DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

### Component 4c: Communicating with Families

*Elements:*

*Information about the instructional program • Information about individual students • Engagement of families in the instructional program*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Information about the instructional program	Teacher provides little or no information about the instructional program to families.	Teacher participates in the school’s activities for family communication but offers little additional information.	Teacher provides frequent information to families, as appropriate, about the instructional program.	Teacher provides frequent information to families, as appropriate, about the instructional program. Students participate in preparing materials for their families.
Information about individual students	Teacher provides minimal information to families about individual students, or the communication is inappropriate to the cultures of the families. Teacher does not respond, or responds insensitively, to family concerns about students.	Teacher adheres to the school’s required procedures for communicating with families. Responses to family concerns are minimal or may reflect occasional insensitivity to cultural norms.	Teacher communicates with families about students’ progress on a regular basis, respecting cultural norms, and is available as needed to respond to family concerns.	Teacher provides information to families frequently on student progress, with students contributing to the design of the system. Response to family concerns is handled with great professional and cultural sensitivity.
Engagement of families in the instructional program	Teacher makes no attempt to engage families in the instructional program, or such efforts are inappropriate.	Teacher makes modest and partially successful attempts to engage families in the instructional program.	Teacher’s efforts to engage families in the instructional program are frequent and successful.	Teacher’s efforts to engage families in the instructional program are frequent and successful. Students contribute ideas for projects that could be enhanced by family participation.

## DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

### Component 4d: Participating in a professional community

*Elements:*

*Relationships with colleagues ● Involvement in a culture of professional inquiry ● Service to the school ● Participation in school and district projects*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Relationships with colleagues</b>	Teacher's relationships with colleagues are negative or self-serving	Teacher maintains cordial relationships with colleagues to fulfill the duties that the school or district requires.	Relationships with colleagues are characterized by mutual support and cooperation.	Relationships with colleagues are characterized by mutual support and cooperation. Teacher takes initiative in assuming leadership among the faculty.
<b>Involvement in a culture of professional inquiry</b>	Teacher avoids participation in a culture of inquiry, resisting opportunities to become involved.	Teacher becomes involved in the school's culture of inquiry when invited to do so.	Teacher actively participates in a culture of professional inquiry.	Teacher takes a leadership role in prompting a culture of professional inquiry.
<b>Service to the school</b>	Teacher avoids becoming involved in school events.	Teacher participates in school events when specifically asked.	Teacher volunteers to participate in school events, making a substantial contribution.	Teacher volunteers to participate in school events, making a substantial contribution, and assumes a leadership role in at least one aspect of school life.
<b>Participation in school and district projects</b>	Teacher avoids becoming involved in school and district projects.	Teacher participates in school and district projects when specifically asked.	Teacher volunteers to participate in school and district projects, making a substantial contribution.	Teacher volunteers to participate in school and district projects, making a substantial contribution, and assumes a leadership role in a major school or district project.

## DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

### Component 4e: Growing and Developing Professionally

*Elements:*

*Enhancement of content knowledge and pedagogical skill • Receptivity to feedback from colleagues • Service to the profession*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
Enhancement of content knowledge and pedagogical skill	Teacher engages in no professional development activities to enhance knowledge or skill.	Teacher participates in professional activities to a limited extent when they are convenient.	Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.	Teacher seeks out opportunities for professional development and makes a systematic attempt to conduct action research.
Receptivity to feedback from colleagues	Teacher resists feedback on teaching performance from either supervisors or more experienced colleagues.	Teacher accepts, with some reluctance, feedback on teaching performance from both supervisors or professional colleagues.	Teacher welcomes feedback from colleagues when made by supervisors or when opportunities arise through professional collaboration.	Teacher seeks out feedback on teaching from both supervisors and colleagues.
Service to the profession	Teacher makes no effort to share knowledge with others or to assume professional responsibilities.	Teacher finds limited ways to contribute to the profession.	Teacher participates actively in assisting other educators.	Teacher initiates important activities to contribute to the profession.

## DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

### Component 4f: Showing Professionalism

*Elements:*

*Integrity and ethical conduct • Service to students • Advocacy • Decision making • Compliance with school and district regulations*

ELEMENT	LEVEL OF PERFORMANCE			
	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
<b>Integrity and ethical conduct</b>	Teacher displays dishonesty in interactions with colleagues, students, and the public	Teacher is honest in interactions with colleagues, students, and the public.	Teacher displays high standards of honesty, and confidentiality, in interactions with colleagues, students and the public.	Teacher can be counted on to hold the highest standards of honesty, integrity, and confidentiality and takes a leadership role with colleagues.
<b>Service to students</b>	Teacher is not alert to students' needs.	Teacher's attempts to serve students are inconsistent.	Teacher is active in servicing students.	Teacher is highly proactive in serving students, seeking out resources when needed.
<b>Advocacy</b>	Teacher contributes to school practices that result in some students being ill served by the school.	Teacher does not knowingly contribute to some students being ill served by the school.	Teacher works to ensure that all students receive a fair opportunity to succeed.	Teacher makes a concerted effort to challenge negative attitudes or practices to ensure that all students, particularly those traditionally underserved, are honored in the school.
<b>Decision making</b>	Teacher makes decisions and recommendations based on self-serving interests.	Teacher's decisions and recommendations are based on limited though genuinely professional considerations.	Teacher maintains an open mind and participates in team or departmental decision making.	Teacher takes a leadership role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards.
<b>Compliance with school and district regulations</b>	Teacher does not comply with school and district regulations.	Teacher complies minimally with school and district regulations, doing just enough to get by.	Teacher complies fully with school and district regulations.	Teacher complies fully with school and district regulations, taking a leadership role with colleagues.