

**CHIMACUM SCHOOL DISTRICT
NON-CLASSROOM EMPLOYEE EVALUATION FORM**

Name of Teacher:
Building/Assignment:

Directions: Check the column to the right which best describes demonstrated performance of the skills listed below. Use one form for each observation. Any items checked unsatisfactory must be explained on attached sheets. Evaluations must be based on actual observations. Evaluation summary reports must be consistent with teacher observation reports.

Each of the seven legally required criteria are identified by use of capital letters and must be marked. Other listed sub-headings under the legally required criteria are considered to be possible indicators. Evaluators may add criteria that they feel to be appropriate in the spaces provided following the listed criteria.

Key: U= Unsatisfactory; S=Satisfactory; D=Distinguished; N/O=Not Observed	U	S	D	N/O
INSTRUCTIONAL SKILLS				
<ul style="list-style-type: none"> • Has a theoretical rationale in working with pupils and staff. • Ability to apply theoretical rationale or plan in delivery of his/her services. • The employee keeps abreast of new developments in his/her major subject area or primary assignment 				
Comments:				
SPECIALIZED SKILLS				
<ul style="list-style-type: none"> • Ability to design a program that utilizes his/her special skills • Ability to implement his/her program to serve the pupil. • Ability to evaluate his/her program and make necessary correction as it relates to the pupil. 				
Comments:				
MANAGEMENT OF SPECIAL AND TECHNICAL ENVIRONMENT				
<ul style="list-style-type: none"> • Selects the resources deemed necessary to serve the pupil. • Uses resources deemed necessary in serving the pupil. • Maintains inventory and control over assigned resources when appropriate. 				
Comments:				

Key: U= Unsatisfactory; S=Satisfactory; N/O=Not Observed		U	S	D	N/O
EFFORT TOWARD IMPROVEMENT WHEN REQUIRED					
<ul style="list-style-type: none"> Participates in inservice and career development activities appropriate to the specialized skill sponsored by the District. Employee is responsible for availing himself/herself to a reasonable plan established by the District for improving weaknesses noted in the evaluation. 					
Comments:					
INTEREST IN ASSISTING PUPILS					
<ul style="list-style-type: none"> Uses experience and knowledge in serving pupils. Evaluates individual student progress regularly and maintains records for report cards and/or parent conferences. 					
Comments:					
INTEREST IN TEACHING PUPILS					
<ul style="list-style-type: none"> Exhibits commitment to teaching as a career. Motivates students by making lessons interesting and challenging. 					
Comments:					
KNOWLEDGE OF SUBJECT MATTER					
Comments:					
ADDITIONAL STRENGTHS AND/OR DEFICIENCIES					
Comments:					
Evaluation is:		Satisfactory		Unsatisfactory	
I have received a copy of this evaluation and have been allowed to add comments.					
Comments attached:		Yes		No	
Signature of Evaluator		Date			
Signature of Person Evaluated		Date			