

Name _____	_____	Years teaching in Catholic schools.
School _____	_____	Years on present staff.
	_____	Total number of years teaching.
Grade/Subject _____	_____	Number of days absent this year.
	_____	Number of days tardy this year.
	_____	Total number of students taught.
	_____	Professional development hours.
_____	_____	Religious development hours.
_____	_____	Endorsement/License Number/Type.
_____	_____	Expiration Date.

**REQUIRED SUMMATIVE EVALUATION REPORT**

The administrator must make comments on **all NEEDS IMPROVEMENT (NI)** ratings and are encouraged to make recommendations and/or commendations in all areas.

Code:       ES –Exceeds Standards  
              MS –Meets Standards  
              NI – Needs Improvement



Check the appropriate column using the code outlined in the directions.

**I.       MINISTRY OF CATHOLIC EDUCATION  
          STANDARDS  
          NI**

**ES       MS**

A. Fulfills requirements for Religion Certification.			
B. Witnesses to the philosophy and mission of Catholic education established by the Diocese of Memphis and the local school.			
C. Witnesses to Christian commitment by personal example.			
D. Infuses Catholic philosophy in all areas of the curriculum.			
E. Contributes to the growth of the schools Catholic education community.			

**COMMENTS:**

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**II. INSTRUCTIONAL PERFORMANCE  
STANDARDS  
NI**

**ES MS**

A. Demonstrates competence in teaching, using Standards and Indicators and implements Diocesan curriculum guidelines.			
B. In planning, specifies clear and appropriate learning outcomes.			
C. Uses a variety of effective and appropriate instructional techniques.			
D. Teaches in a manner that invites students to think critically and creatively.			
E. Uses a variety of methods to assess student learning.			
F. Effectively integrates technology into the curriculum.			
G. Responds to principal's suggestions for improving instruction or overall performance.			
H. Effectively communicates to students the Standards, Indicators, and outcomes of the lesson being presented.			

**COMMENTS:**

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**III. CLASSROOM ENVIRONMENT/MANAGEMENT  
STANDARDS  
NI**

**ES MS**

A. Creates an environment of mutual respect and rapport.			
B. Establishes a classroom for learning.			
C. Effectively and consistently manages good classroom routines and procedures.			
D. Exhibits control and calmness when disciplining students using a consistent and positive approach.			
E. Adheres conscientiously to student/teacher time on task.			

**COMMENTS:**

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**IV. PROFESSIONAL RESPONSIBILITIES  
STANDARDS**

**ES MS**

**NI**

A. Demonstrates an awareness of current trends in education, i.e. diversity, differentiated learning.			
B. Maintains certification according to Diocesan policy.			
C. Interacts with students in a manner consistent with Catholic values.			
D. Works cooperatively with administration and staff.			
E. Interacts with parents/guardians in a manner that is professional and reflective of Gospel values.			
F. Interacts with other members of the school community in a manner that is professional and reflective of Catholic values.			
G. Maintains a neat and appropriate appearance.			

**COMMENTS:**

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I have received a copy of this evaluation report and understand that I may file with the Principal for placement in my folder any comments I wish to make regarding it. I also understand that a copy of my remarks must be given to the evaluator; an indication that this has been done must be noted on my statement. My signature does not imply my agreement or disagreement with this evaluation.

**TEACHER COMMENTS:**

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**PRINCIPAL COMMENTS:**

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Based on this evaluation, the teacher will set goals for the following year.

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\_\_\_\_\_  
Teacher's Signature

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Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

