

# **SURREY SCHOOL DISTRICT NO. 36 (SURREY)**

## **First Year Employee Evaluation Form**

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***Name:***

***Effective Date of Assignment:***

***School:***

***Assignment:***

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***I. General Context***

**Previous experience, classroom composition, etc.**

<b>II. Evidence of Planning</b>	Satisfactory	Less Than Satisfactory	Not Evaluated (By Agreement)	Not Evaluation (No Data Collected)
1. Develop Long range plans (e.g. units, previews, terms, year)				
2. Demonstrates instructional planning (e.g. day book, lesson plans)				
3. Adheres to provincial and local curricula				
4. Meets role description expectations				

**Evidence of Planning Comments:**

<b>III. Instructional Process and Skills</b>	Satisfactory	Less Than Satisfactory	Not Evaluated (By Agreement)	Not Evaluation (No Data Collected)
1. Defines purpose of lesson				
2. Provides for transfer of previous content				
3. Provides for appropriate grouping				
4. Clarity of presentation				
5. Monitors learning				
6. Provides for student motivation				
7. Defines student expectations clearly				
8. Identifies and provides for individual differences				
9. Provides for closure				
10. Selects and uses strategies to respond to variety of learning styles				
11. Utilizes effective questioning techniques				

***Instructional Process and Skills Comments:***

<b><i>IV. Classroom Management, Discipline</i></b>	Satisfactory	Less Than Satisfactory	Not Evaluated (By Agreement)	Not Evaluation (No Data Collected)
1. Defines and adheres to a clear set of classroom rules and routines consistent with school practices				
2. Sets high expectations for students				
3. Facilitates positive student involvement and participation				
4. Facilitates smooth transition from one activity to another, with attention to appropriate pace				
5. Monitors student behaviour and work habits				
6. Responds effectively to unanticipated interruptions				

***Classroom Management, Discipline Comments:***

<b>V. Assessment and Evaluation of Student Progress</b>	Satisfactory	Less Than Satisfactory	Not Evaluated (By Agreement)	Not Evaluation (No Data Collected)
1. Clearly defines evaluation criteria for students according to Department and school Policies and Procedures				
2. Assesses student progress on a regular and frequent basis				
3. Uses assessment data to modify the instructional program				
4. Plans assessment which acknowledges individual differences				
5. Marks tests, assignments and projects according to acceptable criteria				
6. Maintains a system of accountability for student progress and completion of assignments				
7. Provides feedback on performance regularly to students				
8. Maintains appropriate written records				
9. Maintains effective channels of communication with parents				

**Assessment and Evaluation Comments:**

<b>VI. Classroom Environment</b>	Satisfactory	Less Than Satisfactory	Not Evaluated (By Agreement)	Not Evaluation (No Data Collected)
1. Attends to conditions that affect health, safety and comfort level of students				
2. Utilizes available display space effectively, e.g. student work, theme displays				
3. Organizes teaching area for optimal learning conditions				

**Classroom Environment Comments:**

<b>VII. Professional Growth</b>	Satisfactory	Less Than Satisfactory	Not Evaluated (By Agreement)	Not Evaluation (No Data Collected)
1. Seeks and/or offers suggestions or ideas regarding the improvement of instruction				
2. Maintains positive attitude towards professional growth and is open to suggestions				
3. Maintains a professional relationship with colleagues				
4. Interprets school programs to parents and community as opportunities occur				

**Professional Growth Comments:**

**VIII. Summary Comments:**

**IX. Conclusion:**

As per Article 41 of the Collective Agreement the situation in this assignment is:

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*(Indicate satisfactory or less than satisfactory)*

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*Administrator's Signature*

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*Date*

**Received by:**

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*Employee's Signature*

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*Date*

***Additional Comments***