**Plan I --- Individual Development Plan**

**Year End Evaluation Form**

Teacher

Administrator       Evaluation Date

**Summarize the following areas from the Individual Development Plan:**

**Standards for Effective Teaching:**

|  |
| --- |
|  I. Classroom Environment:       |
|  II. Preparation and Planning:        |
| III. Instruction:       |
|  IV. Assessment:        |
| V. Communication and Professional Responsibilities:       |
| VI**.** Student Growth Data included in evaluation\*:       |

***\*\*\*****The goals must include student growth data and standards for effective teacher best practice professional growth. This means that Standard IV and specifically Element 5 Student Growth and Assessment must be addressed on the Year End Evaluation and it must be weighted as 25% of the evaluation.*

**Year End Evaluation Form (continued)**

**The Professional Portfolio Review Dates**

 [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reviewed

 [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reviewed

|  |
| --- |
| **Portfolio Comments/Recommendations:**  |
| **Teacher Comments:**  |
| **Administrator comments on Student Growth Data (Must be weighted at 25% of the overall evaluation).**       |
| **Recommendation:**  |

[ ]  **Ineffective** [ ]  **Minimally Effective** [ ]  **Effective** [ ]  **Highly Effective** (Check one)

**Recommended for Continued Employment?**

[ ]  Yes [ ]  No [ ]  See Attachment(s) [ ]  Recommended for tenure (if applicable)

**Total Days Absent (Current School year to date):**

\_\_\_\_\_\_Illness \_\_\_\_\_\_Care of Family \_\_\_\_\_Personal Business \_\_\_\_\_\_Conferences

\_\_\_\_\_\_District Related \_\_\_\_\_\_Other (Please Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**District PD attended (list dates):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Personnel file

***\*****The goals must include student growth data and standards for effective teacher best practice professional growth. This means that Standard IV and specifically Element 5 Student Growth and Assessment must be addressed on the Year End Evaluation and it must be weighted as 25% of the evaluation. Goals should be discussed at the year-end evaluation meeting for the subsequent school year. The teacher should draft goals for the subsequent year.*

*Professional Development Portfolio Suggestions*

Each portfolio contains items intended to provide a unique profile of an individual teacher. Therefore, each portfolio will be different.

A representative sampling might include some of the following:

* products: evidence of student learning
* description of course materials: syllabi, assignments, and handouts
* lesson plans and designs
* photos, pictures, tapes, disks
* parent connections: newsletters, notes, communication
* journal for self-reflection
* teacher and student accomplishments
* sample of teacher-generated tests/assessments
* anecdotal observations or comments
* a self-designed unit and related materials
* a one week sample of all printed materials distributed to student and parents
* parent feedback