

PLYMOUTH COMMUNITY SCHOOL CORPORATION

SELF EVALUATION FORM

Y = Yes

N = No

S = To Some Extent

EFFECTIVE CLASSROOM INSTRUCTION

Teacher Guidelines

Effective classroom instruction is the primary responsibility of the classroom teacher. In order to be most successful in that endeavor, the teacher must understand precisely those teaching duties. Listed below are the minimal teaching guidelines expected by the Plymouth Community School Corporation.

I.	Meets professional responsibilities	Y	N	S
	A. Demonstrates sound knowledge of subject area in lessons	☐	☐	☐
	B. Responds knowledgeably to students' question on subject	☐	☐	☐
	C. Records daily attendance	☐	☐	☐
	D. Maintains accurate grade book	☐	☐	☐
	E. Completes reports of grades accurately and on time	☐	☐	☐
	F. Uses Plymouth curriculum as a guide for planning	☐	☐	☐
	G. Complies with building rules and regulations	☐	☐	☐
	H. Follows general procedures for use of texts, audio-visual equipment, etc.	☐	☐	☐
	I. Follows district policies and procedures	☐	☐	☐
	J. Assumes responsibility for overall discipline	☐	☐	☐
II.	Plans and organizes instruction to achieve general and course proficiencies.	Y	N	S
	A. Prepares appropriate lesson plans	☐	☐	☐
	B. Establishes expectations commensurate with the potential of the students	☐	☐	☐
III.	Provides effective instruction using a variety of strategies which bring about desired student proficiencies.	Y	N	S
	A. Focuses students' attention on task	☐	☐	☐
	B. Gives directions clearly	☐	☐	☐
	C. Communicates objective (purpose)	☐	☐	☐
	D. Relates material to appropriate level	☐	☐	☐
	E. Provides examples and applications of the material	☐	☐	☐
	F. Uses modeling	☐	☐	☐
	G. Provides guided practice	☐	☐	☐

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| H. Exhibits skills in using higher level questioning techniques | ☐ | ☐ | ☐ |
| I. Maintains proper instructional pace | ☐ | ☐ | ☐ |
| J. Employs techniques that are conducive to the development of good study and work habits | ☐ | ☐ | ☐ |
| K. Offers varied learning activities | ☐ | ☐ | ☐ |
| L. Sets tasks at correct level of difficulty | ☐ | ☐ | ☐ |
| M. Demonstrates effective instructional strategies in each area | ☐ | ☐ | ☐ |
| N. Effective in helping student correct deficiencies and mistakes | ☐ | ☐ | ☐ |

IV. Assesses student progress, maintains records, and communicates ongoing student progress.

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| | Y | N | S |
| A. Monitors students' comprehension and adjusts methods before introducing new material | ☐ | ☐ | ☐ |
| B. Assigns appropriate guided practice | ☐ | ☐ | ☐ |
| C. Assigns appropriate independent practice | ☐ | ☐ | ☐ |
| D. Provides feedback to students | ☐ | ☐ | ☐ |
| E. Selects or designs tests to measure what has been taught | ☐ | ☐ | ☐ |
| F. Keeps track of student progress in carrying out assignments | ☐ | ☐ | ☐ |
| G. Compares student data to intended learning outcomes and overall achievement expectations | ☐ | ☐ | ☐ |
| H. Continually informs students of their progress | ☐ | ☐ | ☐ |
| I. Writes tests clearly | ☐ | ☐ | ☐ |
| J. Administers tests in a frequent and consistent pattern | ☐ | ☐ | ☐ |
| K. Uses a variety of evaluation methods | ☐ | ☐ | ☐ |

V. Organizes and manages the classroom environment to maximize learning.

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|--|--------------------------|--------------------------|--------------------------|
| | Y | N | S |
| A. Encourages participation and questioning | ☐ | ☐ | ☐ |
| B. Sets a pleasant tone | ☐ | ☐ | ☐ |
| C. Provides students with opportunities for success | ☐ | ☐ | ☐ |
| D. Exhibits respect for students | ☐ | ☐ | ☐ |
| E. Develops a sense of personal growth and worth in students | ☐ | ☐ | ☐ |
| F. Develops an understanding by students that they share the responsibility for successful learning | ☐ | ☐ | ☐ |
| G. Is consistent when reinforcing behavior | ☐ | ☐ | ☐ |
| H. Shows evidence of a discipline plan, system, set of procedures | ☐ | ☐ | ☐ |
| I. Has the plan implemented effectively | ☐ | ☐ | ☐ |
| J. Makes verbal references to behavioral expectations | ☐ | ☐ | ☐ |
| K. Effectively addresses student idleness and distraction | ☐ | ☐ | ☐ |
| L. Takes necessary disciplinary actions in order to maintain proper learning environment consistent with local and state regulations | ☐ | ☐ | ☐ |

M. Uses classroom time so that students are maximally involved in the learning process	☐	☐	☐
N. Encourages students to be self-disciplined	☐	☐	☐
O. Promotes positive self-image in students	☐	☐	☐
P. Demonstrates ability to create a safe and secure classroom environment	☐	☐	☐
	Y	N	S
VI. Demonstrates effective communication skills with students, parents, and community.			
A. Praises students for appropriate behavior	☐	☐	☐
B. Informs students of (behavior) progress	☐	☐	☐
C. Pronounces words correctly	☐	☐	☐
D. Uses grammatically correct English in verbal and written forms	☐	☐	☐
E. Consciously uses language to enhance language performance of students	☐	☐	☐
F. Provides directions and explanations in a clear and logical manner	☐	☐	☐
G. Conducts effective parent conferences	☐	☐	☐
H. Maintains constructive relationship with parents throughout school year	☐	☐	☐
	Y	N	S
VII. Demonstrates effective people skills.			
A. Ignores attention-getting behavior	☐	☐	☐
B. Models appropriate behavior by being friendly, courteous, fair and consistent	☐	☐	☐
C. Maintains a cooperative relationship with staff	☐	☐	☐
D. Exhibits a generally positive and optimistic attitude about teaching and education	☐	☐	☐
E. Treats students in a consistent and empathetic manner	☐	☐	☐
	Y	N	S
VIII. Miscellaneous			
A. Recognizes problems requiring non-classroom support services and uses appropriate referral procedures	☐	☐	☐