

Craig City School District
PACE Contact Teacher Evaluation Form

It is the belief of the Craig City School District that evaluation can be an effective tool to improvement of performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Elements within domains one through four will be counted individually to determine the number of elements rated **exemplary, proficient, basic, and unsatisfactory**. Each scored as the following: **Unsatisfactory(1), Basic (2), Proficient (3), and Exemplary (4)**

Domain One: Planning and Preparing to Provide Support			
	Last Observations		Element Score
<i>Knowledge of curriculum, including content and method of delivery.</i>	-	-	N/A
<i>Knowledge of a variety of instructional techniques and strategies in order to meet the needs of individual students.</i>	-	-	N/A
<i>Knowledge of correspondence regulations, PACE policies, and allotment/reimbursement procedures.</i>	-	-	N/A
<i>Identify and use available resources (to include traditional materials, technology, school, community, and district sources) to meet the needs of the students, school, and community</i>	-	-	N/A
<i>Plan and coordinate the daily, weekly, and monthly activities and schedule with staff and administration, including a workshop management/discipline plan ensuring student safety at all times.</i>	-	-	N/A
Avg			N/A
			-

Domain Two: Supporting Family and Student Achievement			
	Last Observations		Element Score
<i>Create Student Learning Plans (SLP) based on data, knowledge of curricular options, and family and student input, using the appropriate district curriculum and Alaska State Standards.</i>	-	-	N/A
<i>Guide homeschool families in the implementation of the SLP using the appropriate district approved curriculum, CCSD Standards, and Alaska State Standards in an effort to achieve appropriate curriculum goals.</i>	-	-	N/A
<i>Guide homeschool families develop and implement the components of effective lessons including a measurable objective, relevant activities and strategies for ensuring that individual students learn</i>	-	-	N/A
<i>Guide homeschool families in employing a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the cultural and individual needs, interests, and abilities of students.</i>	-	-	N/A
<i>Evaluate student progress based on monthly check-ins, quarter grades, semester work samples, and applicable assessments. Provide progress reports and constructive feedback.</i>	-	-	N/A
<i>Provide resources to families as they monitor their student's progress.</i>	-	-	N/A
<i>Collaborate with families and school personnel to help students with unique needs to meet achievement goals.</i>	-	-	N/A
<i>Communicate with families frequently, at least monthly, and maintain a record of contacts, while establishing and developing positive relationships with students and families.</i>	-	-	N/A
<i>Communicate effectively both written and orally with families.</i>	-	-	N/A
<i>Assist families with reimbursement procedures.</i>	-	-	N/A
<i>Provide high interest workshops/activities throughout the year.</i>	-	-	N/A
<i>Instruct students and families in use, care, and safe operation of computers, tablets, printers, and equipment, as necessary, and support the integration of technology into the instructional program.</i>	-	-	N/A
Avg			N/A
			-

Domain Three: Professional Improvement			
	Last Observations		Element Score
<i>Reflect on a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of individual students.</i>	-	-	N/A
<i>Pursue professional growth and continuous improvement of professional practice of instruction and demonstrate the qualities of a life-long learner.</i>	-	-	N/A
<i>Use data and feedback to develop and implement a professional growth plan with specific and measurable goals, action steps, and timelines for measuring progress.</i>	-	-	N/A
Avg			N/A
			-

Domain Four: Professional Responsibilities			
	Last Observations		Element Score
<i>Maintain a high standard of professional ethics and adhere to school and district policies and procedures, such as applicable laws, Board Policies, and Administrative Regulations of the District, Professional Teaching Practices Commission, the Collective Bargaining Agreement.</i>	-	-	N/A
<i>Maintain accurate records regarding student documents and grades as required by law.</i>	-	-	N/A
<i>Complete duties of correspondence school teacher, including but not limited to creation of SLPs, communicating with families, approval of reimbursements, maintaining the integration of technology, supervising students at school events, workshops, and field trips, coordinating assessments, ensuring regulations and guidelines are followed, and sharing results with families.</i>	-	-	N/A
<i>Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.</i>	-	-	N/A
<i>Communicate effectively both written and orally with colleagues.</i>	-	-	N/A
<i>Establish and develop positive relationships with colleagues and community, such as displaying a positive attitude and image of the District.</i>	-	-	N/A
<i>Participate in establishing and maintaining a positive school climate, including a learning center in which all students and volunteers feel welcome and safe.</i>	-	-	N/A
<i>Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice and goals of the District.</i>	-	-	N/A
<i>Support the mission of the District by carrying out all directives from school and district administration and participating in District initiatives.</i>	-	-	N/A
<i>Participate in and contribute to the teaching profession by participating in and contributing to curriculum evaluation and professional development.</i>	-	-	N/A

Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise. Report all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies	-	-	N/A
Avg			N/A
			-

Overall Score:	
Domain One: Planning and Preparing to Provide Support	N/A -
Domain Two: Supporting Family and Student Achievement	N/A -
Domain Three: Professional Improvement	N/A -
Domain Four: Professional Responsibilities	N/A -
N/A	
-	

Levels of Performance	
Exemplary	>4.0
Proficient	3.0-3.99
Basic	2.0-2.99
Unsatisfactory	0-1.99

Overall Comments:
