

South Dakota School District - Sample Format
Summative Evaluation for Professional Staff

This evaluation is conducted utilizing information gained from administrative observations, coaching sessions and other professional interactions with the employee. Activities occurring prior to this evaluation are considered part of the formative supervisory process, while this document serves as a summative report.

Name: _____ **Position:** _____
Date: _____ **School Year:** _____
Administrator: _____

Documentation of related professional interactions, observations:

Date: _____ Activity: _____
Date: _____ Activity: _____
Date: _____ Activity: _____

Domain 1: Planning and Preparation		Unsatisfactory	Basic	Proficient	Distinguished
1.a.	Demonstrates Knowledge of Content & Pedagogy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.b.	Demonstrates Knowledge of Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.c.	Selects Instructional Outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.d.	Demonstrates Knowledge of Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.e.	Designs Coherent Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.f.	Designs Student Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 2: Classroom Environment		Unsatisfactory	Basic	Proficient	Distinguished
2.a.	Creates an Environment of Respect & Rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.b.	Establishes a Culture for Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.c.	Manages Classroom Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.d.	Manages Student Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.e.	Organizes Physical Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 3: Instruction		Unsatisfactory	Basic	Proficient	Distinguished
3.a.	Communicates with Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.b.	Uses Questioning and Discussion Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.c.	Engages Students in Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.d.	Uses Assessment in Instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.e.	Demonstrates Flexibility & Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Rating		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 4: Professional Responsibilities		Unsatisfactory	Basic	Proficient	Distinguished
4.a.	Reflects on Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.b.	Maintains Accurate Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.c.	Communicates with Families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.d.	Participates in a Professional Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.e.	Grows and Develops Professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.f.	Shows Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating

□	□	□	□
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Results of this evaluation process conclude (insert teacher name):

Novice Teacher: Within first 3 years of employment in district

- Recommended for renewal for the upcoming school year
- Not recommended for renewal for the upcoming school year

Experienced teacher: In or beyond 4th contract year

- Meets district teacher performance standards - recommended for renewal
- Does not meet district teacher performance standards - renewal contingent on successful completior
- Does not meet district teacher performance standards - not recommended for renewal

Narrative Comments (optional):

Teacher

Date

District Administrator

Date

The results and recommendations of this summative evaluation report were shared by the district administrator with the teacher being evaluated. Signature by the teacher may not indicate agreement with the content of the evaluation.

1 of a plan of assistance