SUMMARY OF TEACHER PERFORMANCE

(Confidential)

| NAME OF TEACHER: | | SCHOOL: | | | |
|------------------------------------|-------------|-----------------|-------|--|--|
| STATUS: | | EXPERIENCE: | (YRS) | | |
| NAMES OF EVALUATION TEAM MEMBERS : | | | | | |
| SUBJECT(S) OBSERVED: | | | | | |
| OBSERVATIONS DATES: | | | | | |
| [1]: | FORM/CLASS: | TIME OF LESSON: | | | |
| [2]: | FORM/CLASS: | TIME OF LESSON: | | | |
| [3]: | FORM/CLASS: | TIME OF LESSON: | | | |

INSTRUCTIONS:

This form is to be completed at the <u>end of the Evaluation Cycle</u>. The Form is divided into three (3) parts:

- [1] Teacher's Self-Evaluation Form
- [2] Comments by the Evaluation Team
- [3] Comments by the Principal and/or Deputy Principal/Senior Teacher

Teachers must ensure that they sign and keep a copy of this form.

The completed form is to be submitted to the Principal for filing purposes.

PART 1

Teacher's Self-Evaluation Statement

(To be completed by the teacher before submitting to the Team Leader)

| Objectives: | |
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| Strengths: | |
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| | • |
| Weaknesses: | |
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| Action to be taken :(training, readings, seminars) | |
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PART 2 Summary of Evaluation Team's Comments (To be completed by the Team Leader after consultation with the teacher and other

(To be completed by the Team Leader after consultation with the teacher and other members of the Evaluation team)

| Comments on Teacher's Performance: (e.g. Strengths, Weaknesses, Commendations, Suggestions) | | | | |
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| Team Leader's Signature | Date | | | |

PART 3

Comments of Principal/Deputy Principal/Senior Teacher (To be completed by the Principal and/or Deputy Principal/Senior Teacher)

| Commendations: | | | |
|----------------------|----------------------------|--------------------|----------------|
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| Concerns: | | | |
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| Recommendations: | | | |
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| Overall Comments: | | | |
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| Part 3 above was con | npleted by the Principal □ | Deputy Principal □ | Senior Teacher |
| Name | Signature | Dat | e |

Comments of Teacher

(To be completed by the Teacher)

| TEACHER'S COMMENTS | | |
|---|-----------------------------------|------------------|
| All teachers have the right to respond to any comme | ent(s)/assessment(s) with which t | hey do not agree |
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| I have been observed at least twice after F | Pre and Post Conference so | essions and have |
| received a copy of this Final Report. | | |
| | YES | NO |
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| | | |
| Teacher's | | |
| Signature | Date | |