



## TEACHER EVALUATION FORM

<b>Teacher's Name</b>	<b>School</b>	<b>Subject / Grade</b>
Michele Allen	St. William	Educational Support II

<b>Start Date</b>	<b>Completion Date</b>
August 28, 2007	March 14, 2008

**Teaching Contract:**

**Certification Status**

Interim	Permanent
	X

**Contractual Status**

Interim	Probationary	Continuous
	X	

The teacher and evaluator should review the documents entitled **Essential Criteria for Teacher Evaluations (KSA's)** before commencing the evaluation.

**I. ESSENTIAL CRITERIA**

**A. Catholicity:**

Mrs. Allen has been a model of our Catholicity in our school. She treats everyone, students, staff and parents with the utmost of care and concern. She is always willing to lend a hand and help out when needed.

Mrs. Allen regularly attends St. Cecilia Parish where she teaches the Childrens' Liturgy and has helped in Sacramental preparation in her previous parish.

**B. Planning for Prescribed Curricula:**

Mrs. Allen takes planning extremely seriously and has redone her long and short range plans throughout the year as she has gained knowledge of the program in order to better instruct the students.

She has had to look at many different curriculums and Individual Student Plans to design programs that will work for all the students while continuing to focus on the individual goals for each of the nine students.

Her plans demonstrate a well rounded understanding of the Alberta Program of Studies, as well as, a superb grasp of how to differentiate and modify within this unique environment.

Accepting advice and in-servicing from specialists is always well received by Mrs. Allen. She takes any recommendations positively and is eager to help her students by implementing them.

#### C. Instructional Strategies:

Mrs. Allen uses a variety of teaching strategies in her classroom. Students are often taught through the viewing and listening of appropriate literacy. Direct instruction is used in short time slots when necessary. Independent work is encouraged as Mrs. Allen guides the effort with differing amounts of support according to the needs of the student. Hands-on exploration is a strategy often used in the classroom as many of the students are kinesis learners.

The original strategy planned for a lesson will often be changed as Mrs. Allen deems necessary for the students on a particular day. She is very strong at reading the students and using the instructional strategies that will be the most effective for that moment.

#### D. Teaching & Learning Management:

Mrs. Allen spent a great amount of time at the beginning of the year to ensure that her classroom was an esthetically pleasing, practical and inviting for her students. This has led to an environment that is both positive and conducive to the learning of the students. Mrs. Allen has set up many different teaching areas within the classroom to keep the children moving and stimulated.

The lessons Mrs. Allen has planned are always well thought out and laid out in her daily plan book, as well as ,in her long and short range plans. Each student also has an Individual Program plan the Mrs. Allen also includes in her plans. To aid in the achieving of these goals, Mrs. Allen writes out each terms individual goals for all the other teachers working with the students to ensure continuity.

Routines are an essential part of the Education Support II program and Mrs. Allen ensures that they are an everyday part of her planning. The students know what happens first, second and so on throughout the day. They even have specific chairs and spots on the rug to make the students feel secure.

Mrs. Allen has built a strong rapport with the students by treating them all with respect and care.

Discipline is handled differently for each student as required. Mrs. Allen uses a time out timer, sitting on the bench and removal from the class when necessary. She also uses the proximity and refocusing method to keep the students on task.

Mrs. Allen does a wonderful job of knowing when her expertise is needed to calm and refocus a student and when she can leave the immediate discipline to the aid assigned to the child. Ignoring inappropriate actions in the Education Support room is