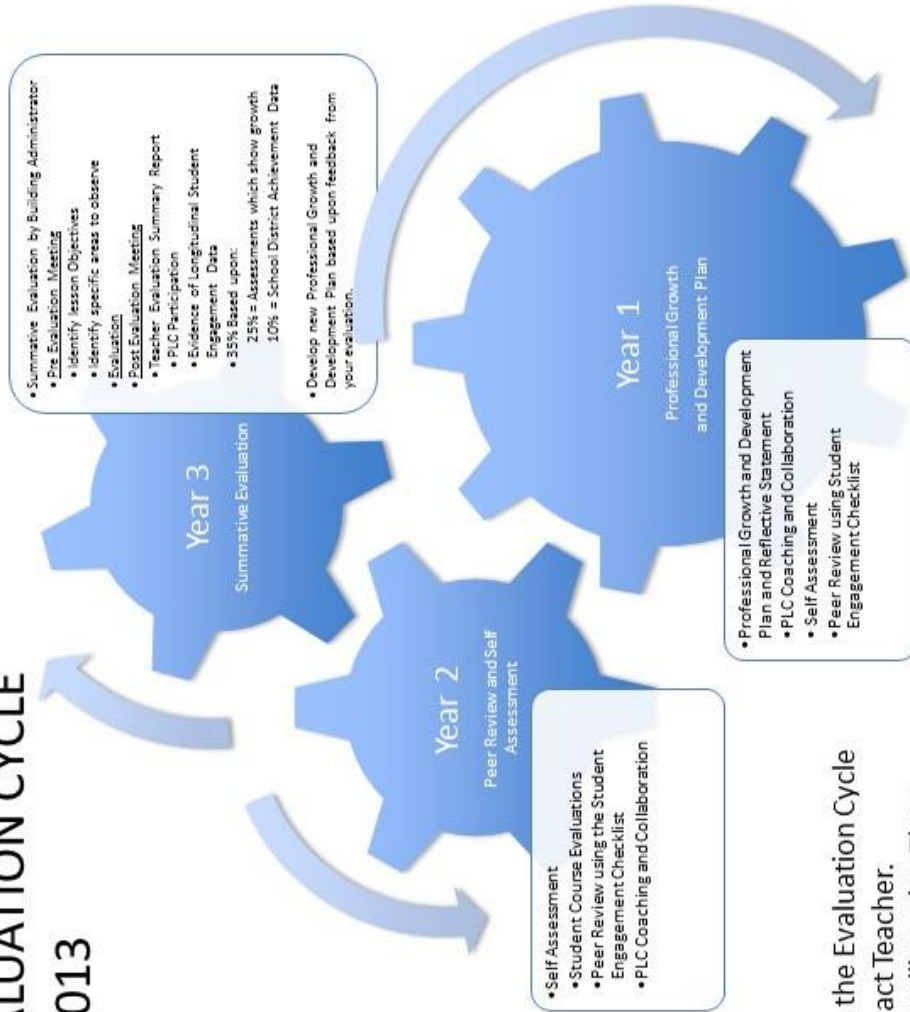


# BEMIDJI AREA SCHOOLS TEACHER EVALUATION CYCLE 2013



\*This cycle represents the Evaluation Cycle for a Continuing Contract Teacher. Probationary Teachers will receive Three Formal Evaluations each year until they are on a continuing contract.

Bemidji Teacher Evaluation Timeline for Continuing Contract Teachers

Month	Growth Plan	Peer Review	Summative Evaluation
August			
September	Decide your goal based on student data and the school and district goals		Prior to February, set up a formal observation with your principal Write a formal Lesson Plan for the lesson to be evaluated.
October	By October 31, provide your principal with a copy of your goals	Decide your goal based on student data and the school and district goals	
November	Meet with your principal to discuss your goals	Share your goal with your chosen Peer Reviewer	
December		Set a time for your Peer Reviewer to observe your classroom and discuss your chosen goal. Keep notes of each meeting with your Peer at least two times during the year.	
January			
February			
March		Keep a copy of your Peer dates and notes and complete the Peer Review. Include specific data to substantiate your goal results.	
April	Revisit the results of your goal and complete Reflective Statement including specific data to substantiate your results	Let your principal know when the Peer Review is completed. Optional: provide a copy of your Peer Review and notes to your principal	After the observation, set a post conference to discuss the observation and sign the Summative Evaluation
May	Meet with your principal to discuss your goal & results		
June			

**BEMIDJI AREA SCHOOLS**

**PROFESSIONAL GROWTH AND DEVELOPMENT PLAN & REFLECTIVE STATEMENT**

Teacher \_\_\_\_\_ Start Date \_\_\_\_\_

Assignment \_\_\_\_\_

Goal(s):

Based on District/School Goal(s):

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Objectives and Strategies:

Criteria to Measure Achievement of Goal(s)

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Resources Needed:

Professional Development Needed:

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This plan was mutually developed by the teacher and supervisor:

\_\_\_\_\_  
Teacher Date

\_\_\_\_\_  
Administrator Date



**BEMIDJI AREA SCHOOLS**

**REVIEW OF PROFESSIONAL GROWTH AND DEVELOPMENT PLAN & REFLECTIVE STATEMENT**

Teacher \_\_\_\_\_ Completion Date \_\_\_\_\_

Progress toward achievement of goals:

1. How successful have I been in meeting my goal?

2. How has my professional practice improved?

3. How has student learning improved?

4. Other Comments:

Signatures below indicate this review has been read and discussed by the teacher and supervisor:

\_\_\_\_\_  
Teacher Date

\_\_\_\_\_  
Administrator Date

# BEMIDJI AREA SCHOOLS

Bemidji, Minnesota

## TEACHER PEER OBSERVATION

Licensed Staff: \_\_\_\_\_ Class Observed: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Period/Time: \_\_\_\_\_ Building: \_\_\_\_\_

*RUBRIC: 1. = Unsatisfactory    2. = Development Needed    3. = Effective    4. = Exemplary*

*(See MDE Performance Standards of Teacher Practice Rubric)*

### DOMAIN 1: PROFESSIONALISM

<b>Indicator A: Reflects on teaching practice</b> Comments:	1	2	3	4	N/A	
						<b>1. Uses self-reflection to improve instruction</b>
						<b>2. Uses feedback to improve instruction</b>
						<b>3. Plans for professional growth</b>

<b>Indicator B: Engages in professional development</b> Comments:	1	2	3	4	N/A	
						<b>1. Participates in professional development</b>
						<b>2. Collaborates with colleagues (is a team player)</b>
						<b>3. Contributes to school and district culture for learning</b>
						<b>4. Is positive and proactive with colleagues and students</b>

<b>Indicator C: Maintains professional responsibilities and communicates with families</b> Comments:	1	2	3	4	N/A	
						<b>1. Adheres to standards of ethical conduct</b>
						<b>2. Maintains accurate records</b>
						<b>3. Completes tasks in an organized and efficient manner</b>
						<b>4. Communicates with families</b>
						<b>5. Understands the cultural and linguistic backgrounds of students, their families and the community</b>
						<b>6. Meets established building and district expectations</b>

Licensed Staff: \_\_\_\_\_ Class Observed: \_\_\_\_\_

**RUBRIC: 1. = Unsatisfactory    2. = Development Needed    3. = Effective    4. = Exemplary**

*(See MDE Performance Standards of Teacher Practice Rubric)*

**DOMAIN 2: ENVIRONMENT**

<b>Indicator A: Creates a respectful classroom culture of trust, safety and high expectations</b> Comments:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>	<b>1. Creates a safe learning environment</b>

<b>Indicator B: Establishes and maintains clear expectations for classroom and behavior management</b> Comments:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>	<b>1. Establishes and maintains classroom routines and procedures</b>
						<b>2. Monitors and provides feedback on student behavior</b>

**DOMAIN 3: INSTRUCTION**

<b>Indicator A: Communicates learning targets and content effectively</b> Comments:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>	<b>1. Communicates learning targets and content</b>

<b>Indicator B: Facilitates activities and discussions that promote high cognitive engagement</b> Comments:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>	<b>1. Uses instructional strategies to engage students</b>
						<b>2. Uses questioning and discussion techniques</b>

<b>Indicator C: Uses varied assessment techniques to advance student learning</b> Comments:	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/A</b>	<b>1. Promotes student self-assessment</b>

\_\_\_\_\_  
**Teacher's Signature** **Date**

\_\_\_\_\_  
**Peer Reviewer Signature** **Date**

## Elementary Class Summary:

My Name: \_\_\_\_\_ My Teacher's Name: \_\_\_\_\_

My Current Grade is:    K        1        2        3        4        5

Today's Date: \_\_\_\_\_

**Place a check next to the correct answer.**

**I read on my own at home per week:**

\_\_\_\_\_ Less than 1 hour      \_\_\_\_\_ 2 -4 hours      \_\_\_\_\_ More than 5 hours

**How often does your teacher have to correct your behavior?**


\_\_\_\_\_ Never                      \_\_\_\_\_ Sometimes                      \_\_\_\_\_ Often

**How often does your teacher have to correct another student's behavior in your class?**

\_\_\_\_\_ Never                      \_\_\_\_\_ Sometimes                      \_\_\_\_\_ Often

























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**Read each statement and please circle the face that best matches your answer.**

I do not like = 

I sometimes like = 

I like = 

- |   |   |   |   |
|---|---|---|---|
| ...how the math activities help me learn math.    |    |    |    |
| ...how homework helps me understand my subjects.  |  |  |  |
| ...where I sit in the classroom.                  |  |  |  |
| ...when my teacher uses the SmartBoard.           |  |  |  |
| ...when my teacher uses stations or small groups. |  |  |  |
| ...when my teacher challenges me in class.        |  |  |  |
| ...when we do projects in class.                  |  |  |  |
| ...when my teacher works with me one-on-one.      |  |  |  |

Student's comments: \_\_\_\_\_

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# BMS Class Evaluation

Name (optional) \_\_\_\_\_

Class Title \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

## Place a check next to the correct answer.

How many minutes per day did you study or do homework for this class?

Less than 20 min    20-40 min    40-60 min    More than 1 hour

What is your current grade in this class?

A    B    C    D

How often did this teacher have to correct your behavior?

Never    Sometimes    Often

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## Read each statement, and respond using the following scale

1 – Completely Disagree   2 – Disagree Somewhat   3 – Agree Somewhat   4 – Completely Agree

For any statement you circle 1 or 2, please provide additional comments that you feel would help me improve this course or the instruction provided.

Classwork helped me do better in class.	1	2	3	4
The teacher prepared me for the quizzes.	1	2	3	4
The classroom was clean/ neat and promoted learning.	1	2	3	4
The teacher often provided positive comments & motivation.	1	2	3	4
I was able to get extra help from my teacher when needed.	1	2	3	4
A variety of technology was used throughout this class.	1	2	3	4
The teacher was well organized and prepared for teaching each day.	1	2	3	4
The teacher taught class in a way that helped me learn.	1	2	3	4
This was a challenging class that encouraged me to think, work in groups and use what I learned.	1	2	3	4
I completed all assignments for this class.	1	2	3	4
My grades in the class make sense based on my homework, quizzes, tests and attendance.	1	2	3	4

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I missed approximately this many days of school this year? \_\_\_\_\_

As a student, what could you have done to make this class better? \_\_\_\_\_

One of the best things about this class was \_\_\_\_\_

One of the worst things about this class was \_\_\_\_\_

One recommendation I would make for the future of this class would be \_\_\_\_\_

# Course Evaluation, Summative

Course Title \_\_\_\_\_ Teacher \_\_\_\_\_ Date \_\_\_\_\_

## Place a check next to the correct answer.

How many hours per week did you devote to studying for this class outside of school?

Less than 1 hour    1 – 3 hours    3 -5 hours    More than 5 hours

What is your current grade in this class?

90 – 100%    80 – 89%    70 – 79%    Less than 70%

How often did this teacher have to correct your behavior?

Never    Sometimes    Often

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## Read each statement, and respond using the following scale

1 – Completely Disagree   2 – Disagree Somewhat   3 – Agree Somewhat   4 – Completely Agree

For any statement you mark 1 or 2, please provide additional comments that you feel would help me improve this course or the instruction provided.

Class work and homework helped me better understand.	1	2	3	4
Classroom instruction prepared me for quizzes and tests.	1	2	3	4
The classroom environment was orderly and promoted learning.	1	2	3	4
The teacher regularly provided feedback on assignments.	1	2	3	4
I was able to get extra help with assignments when needed.	1	2	3	4
A variety of technology was used throughout this course.	1	2	3	4
The teacher was well organized and prepared for class.	1	2	3	4
The teacher presented the material in a way that helped me learn.	1	2	3	4
This was a challenging class that encouraged me to think and apply what I learned.	1	2	3	4
I studied regularly for this class	1	2	3	4
I completed all assignments for this class.	1	2	3	4
My course grade is reflective of what I know and can do regarding this content.	1	2	3	4

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As a student, what could you have done to make this class better? \_\_\_\_\_

One of the best things about this course was \_\_\_\_\_

One of the worst things about this course was \_\_\_\_\_

One recommendation I would make for the future of this course would be \_\_\_\_\_

# Bemidji Area Schools Bemidji, Minnesota

## Teacher Summative Evaluation

Licensed Staff: \_\_\_\_\_ Class Observed: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Period/Time: \_\_\_\_\_ Building: \_\_\_\_\_

Status (check ✓)

Status (check ✓)

Probationary: \_\_\_\_\_ Yr 1 \_\_\_\_\_ Yr 2 \_\_\_\_\_ Yr 3 \_\_\_\_\_ Observation Number: \_\_\_\_\_ Continuing Contract: \_\_\_\_\_ Growth Plan \_\_\_\_\_ Peer Review \_\_\_\_\_ Summative Evaluation \_\_\_\_\_

*RUBRIC: 1. = Unsatisfactory    2. = Development Needed    3. = Effective    4. = Exemplary*  
(See MDE Performance Standards of Teacher Practice Rubric)

### DOMAIN 1: PLANNING

Indicator A: Aligns learning targets with standards and student data inform Comments:	1	2	3	4	N/A	
						Plans units and lessons effectively
						Selects learning targets and activities
						Applies content knowledge and understanding of how students learn
						Uses student data to inform planning

Indicator B: Uses content, resources and student knowledge to design coherent instruction Comments:	1	2	3	4	N/A	
						Designs coherent instruction
						Creates interdisciplinary and extended learning experiences
						Uses available resources and technology
						Designs culturally relevant instructional strategies

Indicator C: Plans for assessment and differentiation Comments:	1	2	3	4	N/A	
						Plans formative and summative assessments
						Plans for differentiation

### DOMAIN 2: ENVIRONMENT

Indicator A: Creates a respectful classroom culture of trust, safety and high expectations Comments:	1	2	3	4	N/A	
						Creates a safe learning environment
						Establishes a culture of learning
						Creates a culture of persistence

Indicator B: Establishes and maintains clear expectations for classroom and behavior management Comments:	1	2	3	4	N/A	
						Establishes and maintains classroom routines and procedures
						Monitors and provides feedback on student behavior

Licensed Staff: \_\_\_\_\_

Class Observed: \_\_\_\_\_

*RUBRIC: 1. = Unsatisfactory    2. = Development Needed    3. = Effective    4. = Exemplary*  
*(See MDE Performance Standards of Teacher Practice Rubric)*

**DOMAIN 3: INSTRUCTION**

Indicator A: Communicates learning targets and content effectively Comments:	1	2	3	4	N/A	
						Uses content knowledge to promote learning
						Communicates learning targets and content

Indicator B: Facilitates activities and discussions that promote high cognitive engagement Comments:	1	2	3	4	N/A	
						Uses instructional strategies to engage students
						Uses questioning and discussion techniques
						Uses appropriate pacing and structure

Indicator C: Uses varied assessment techniques to advance student learning Comments:	1	2	3	4	N/A	
						Uses formative assessments to inform instruction
						Provides feedback to advance learning
						Promotes student self-assessment

**DOMAIN 4: PROFESSIONALISM**

Indicator A: Reflects on teaching practice Comments:	1	2	3	4	N/A	
						Uses self-reflection to improve instruction
						Uses feedback to improve instruction
						Plans for professional growth

Indicator B: Engages in professional development Comments:	1	2	3	4	N/A	
						Participates in professional development
						Collaborates with colleagues (is a team player)
						Contributes to school and district culture for learning
						Is positive and proactive with colleagues and students

Indicator C: Maintains professional responsibilities and communicates with families Comments:	1	2	3	4	N/A	
						Adheres to standards of ethical conduct
						Maintains accurate records
						Completes tasks in an organized and efficient manner
						Communicates with families
						Understands the cultural and linguistic backgrounds of students, their families and the community
						Meets established building and district expectations

SHORT TERM GOAL (S) & REFLECTION:

LICENSED STAFF'S COMMENTS:

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Teacher's Signature

Date

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Supervisor's Signature

Date

**Bemidji Area Schools**  
**Teacher Evaluation Summary Report**  
 Completed at End of Third Year Review Cycle

School Year \_\_\_\_\_

Teacher \_\_\_\_\_ Supervisor \_\_\_\_\_

Grade/Subject \_\_\_\_\_ Building \_\_\_\_\_

Growth Plan Completion Date \_\_\_\_\_

Peer Reviewer(s) \_\_\_\_\_

Summative Evaluation Completion Date \_\_\_\_\_

Participated in Coaching, Collaboration, or Professional Learning Community? Yes  No

Evidence of Longitudinal Student Engagement Data? Yes  No

Evidence of Student Achievement Growth and/or Value Added Data (25%)? Yes  No

Evidence of District/School Student Achievement Growth Data (10%)? Yes  No

Teacher chose to present a portfolio. Yes  No

Summary:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature below acknowledges receipt of this performance review:

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PROBATIONARY TEACHERS ONLY (COMPLETED BY SUPERVISOR)**

Year of Probation (check): 1. First  2. Second  3. Last

NOTE: END OF THE YEAR EVALUATION FOR A TEACHER IN THE LAST YEAR OF PROBATION IS MARCH 25.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. I am recommending the teacher be terminated.  |
| <input type="checkbox"/> | 2. I am recommending the teacher be terminated next year if significant improvement is not made. |
| <input type="checkbox"/> | 3. The teacher will be evaluated more frequently to determine improvement.                       |
| <input type="checkbox"/> | 4. Teacher is making satisfactory progress at this time.   |
| <input type="checkbox"/> | 5. I am recommending that the teacher be continuing contract.                                    |

This recommendation is made because the teacher is: (If you checked 1, 2, 3, the supervisor must comment below)

\_\_\_\_\_

\_\_\_\_\_