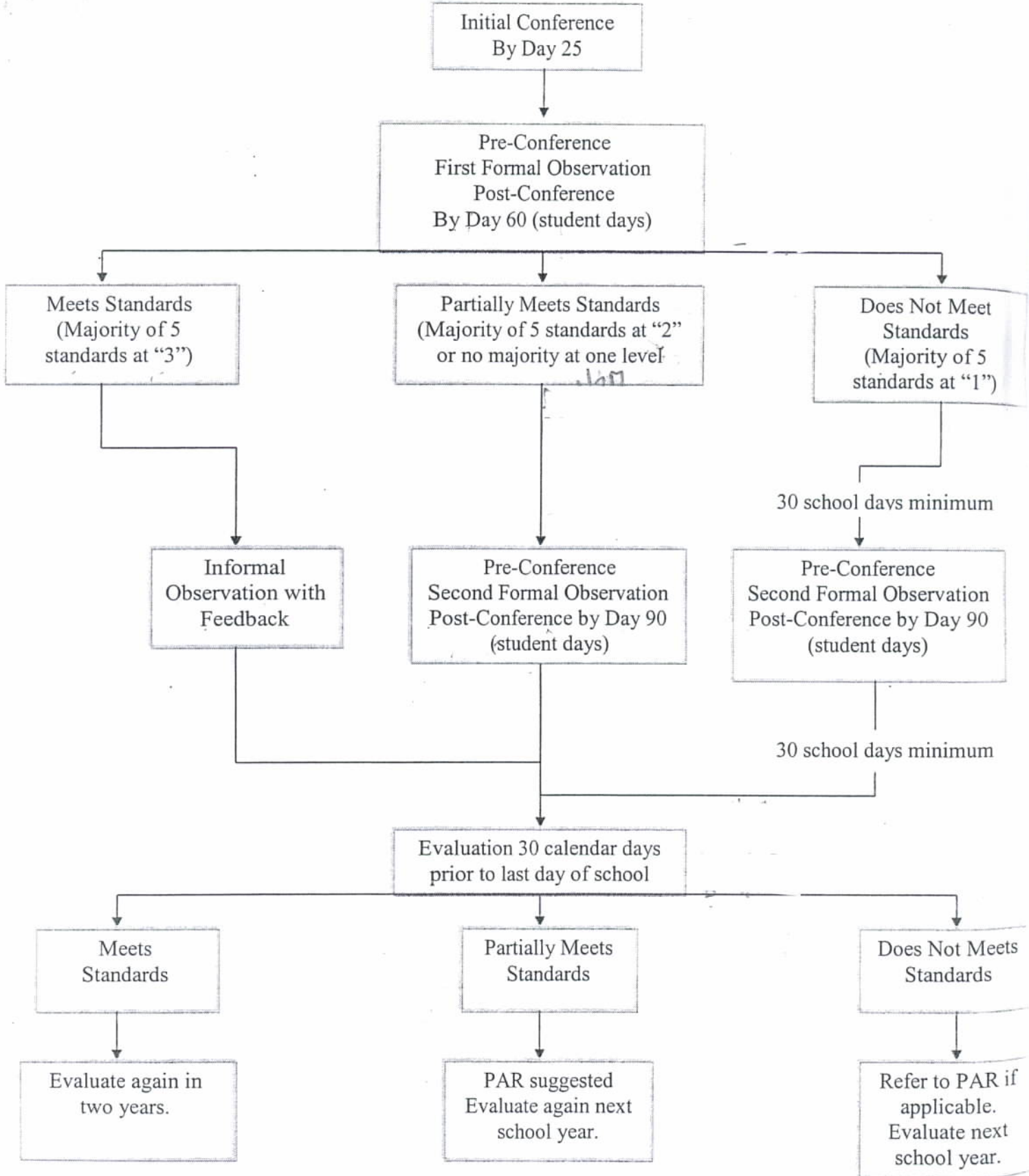
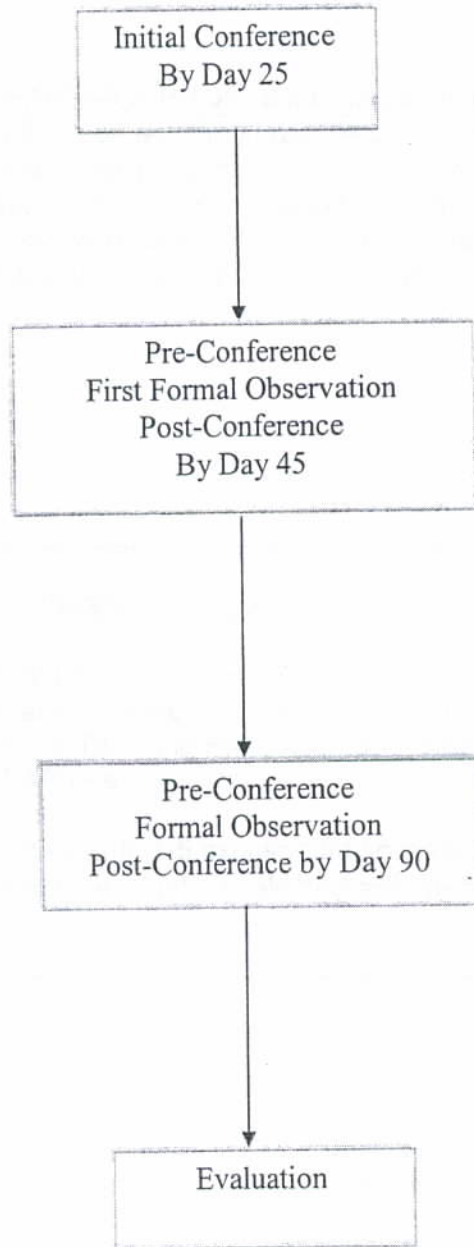


APPENDIX G
EVALUATION PROCESS
AND
FORMS

PALM SPRINGS UNIFIED SCHOOL DISTRICT
 CERTIFICATED PERMANENT EMPLOYEE EVALUATION PROCESS



PALM SPRINGS UNIFIED SCHOOL DISTRICT
CERTIFICATED PROBATIONARY EMPLOYEE EVALUATION PROCESS



PALM SPRINGS UNIFIED SCHOOL DISTRICT
PRE-OBSERVATION FORM (for Formal Observation)
Retained by Evaluatee

Evaluatee _____

Site _____

Date _____

Be prepared to discuss the questions below during your **pre-observation conference**. Use the "Planning or Reflection Notes" form if you choose.

1. What is the content standard that you will be teaching in this lesson?

2. What teaching strategies will you use to ensure students meet the standard?

3. What assessment(s) will you use to determine if students met the standard?

4. Is there a specific teaching standard on which you would like the evaluator to focus?

5. Comments:

At the **post-observation conference** reflective questions such as the following may be asked:

1. What was effective about your lesson? Consider the teaching standards and elements on the "Planning or Reflection Notes" form.

2. To what extent did your students meet the content standard?

3. Discuss and review observation data collected by evaluator.

4. What would you do differently in teaching this lesson again to the same group of students?

5. Discuss progress on your focus element from Teaching Standard 6.

Scheduled date and time for formal observation:

Date _____

Time _____

**PALM SPRINGS UNIFIED SCHOOL DISTRICT
PLANNING OR REFLECTION NOTES (Optional)**

CALIFORNIA STANDARDS FOR THE TEACHING PROFESSION	PLANNING OR REFLECTION NOTES FOR EVIDENCE OF STANDARDS
<p>1. Engaging and Supporting All Students in Learning</p> <p>1.1 Connects students' prior knowledge, life experience, and interests with learning goals 1.2 Uses a variety of instructional strategies and resources 1.3 Facilitates learning experiences that promote autonomy, interaction and choice 1.4 Engages students in problem solving, critical thinking and other activities to make subject matter meaningful 1.5 Promotes self-directed, reflective learning for all students</p>	
<p>2. Creating and Maintaining an Effective Environment for All Students</p> <p>2.1 Creates a physical environment that engages all students 2.2 Establishes a climate that promotes fairness and respect 2.3 Promotes social development and group responsibility 2.4 Establishes and maintains standards for student behavior 2.5 Plans and implements procedures and routines that support student learning. 2.6 Uses instructional time effectively</p>	
<p>3. Understanding and Organizing Subject Matter Knowledge</p> <p>3.1 Demonstrates knowledge of subject matter content 3.2 Organizes curriculum to support student understanding of subject matter 3.3 Interrelates ideas and information across subject matter areas 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter 3.5 Uses materials, resources and technologies to make subject matter accessible to all students</p>	
<p>4. Planning Instruction and Designing Learning Experiences for All Students</p> <p>4.1 Draws on students' backgrounds, interests and developmental learning needs 4.2 Establishes and articulates goals for student learning 4.3 Develops and sequences instructional activities and materials for student learning 4.4 Designs short- and long-term plans to foster student learning 4.5 Modifies instructional plans to adjust for student needs</p>	
<p>5. Assessing Student Learning</p> <p>5.1 Establishes and communicates learning goals for all students 5.2 Collects and uses multiple sources of information to assess student learning 5.3 Involves and guides students in assessing their own learning 5.4 Uses the results of assessment to guide instruction 5.5 Communicates with students and families about student progress 5.6 Evidence of student progress towards appropriate standards and/or IEP goals</p>	

Retained by Evaluatee

**PALM SPRINGS UNIFIED SCHOOL DISTRICT
OBSERVATION FORM**

A copy of this form is to be given to the evaluatee.

OF Evaluatee _____

Site _____

Date _____

Time/Period _____

Grade/Subject _____

Evaluator _____

Use the California Standards for the Teaching Profession & P.S.U.S.D. Rubric as a reference for descriptions of levels for each element listed under the 5 standards, and enter level on each line in the first column.
1 – Does not meet standard; 2 – Partially meets standard; or 3 – Meets standard.

"N/O" for "not observed" may be entered.

Enter an overall level for each standard in the first column.

If a majority of the elements are scored at any one level, 1, 2 or 3; then that is the level for the standard.

A standard without a majority of observed elements with the same score will be scored "2."

Level	California Standards for the Teaching Profession	Observation/Evidence of Standards
--	1. Engaging and Supporting All Students in Learning	
--	1.1 Connects students' prior knowledge, life experience, and interests with learning goals	
--	1.2 Uses a variety of instructional strategies and resources	
--	1.3 Facilitates learning experiences that promote autonomy, interaction and choice	
--	1.4 Engages students in problem solving, critical thinking and other activities to make subject matter meaningful	
--	1.5 Promotes self-directed, reflective learning for all students	
--	2. Creating and Maintaining an Effective Environment for All Students	
--	2.1 Creates a physical environment that engages all students	
--	2.2 Establishes a climate that promotes fairness and respect	
--	2.3 Promotes social development and group responsibility	
--	2.4 Establishes and maintains standards for student behavior	
--	2.5 Plans and implements procedures and routines that support student learning	
--	2.6 Uses instructional time effectively	
--	3. Understanding and Organizing Subject Matter Knowledge	
--	3.1 Demonstrates knowledge of subject matter content	
--	3.2 Organizes curriculum to support student understanding of subject matter	
--	3.3 Interrelates ideas & information across subject matter areas	
--	3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter	
--	3.5 Uses materials, resources and technologies to make subject matter accessible to all students	
--	4. Planning Instruction and Designing Learning Experiences for All Students	
--	4.1 Draws on students' backgrounds, interests and developmental learning needs	
--	4.2 Establishes and articulates goals for student learning	
--	4.3 Develops and sequences instructional activities and materials for student learning	
--	4.4 Designs short- and long-term plans to foster student learning	
--	4.5 Modifies instructional plans to adjust for student needs	
--	5. Assessing Student Learning	
--	5.1 Establishes and communicates learning goals for all students	
--	5.2 Collects and uses multiple sources of information to assess student learning	
--	5.3 Involves and guides students in assessing their own learning	
--	5.4 Uses the results of assessment to guide instruction	
--	5.5 Communicates with students & families about student progress	
--	5.6 Evidence of student progress towards appropriate standards and/or IEP goals	

PALM SPRINGS UNIFIED SCHOOL DISTRICT
CERTIFICATED EMPLOYEE PERFORMANCE EVALUATION (Page 1 of 2)
 Assessment by observation, documentation and/or conferences

Work Site _____

Permanent

Probationary

Temporary

NAME: _____

California Standards for the Teaching Profession and P.S.U.S.D. Rubric Levels

1: Does not meet standard

2: Partially meets standard

3: Meets standard

Use the California Standards for the Teaching Profession and P.S.U.S.D. Rubric as a reference for descriptors of standards. Summary of activities and evidence may include descriptors of performance that exceeds the standards.

STANDARD 1	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Elements	1.1 Connects students' prior knowledge, life experience, and interests with learning goals 1.2 Uses a variety of instructional strategies and resources 1.3 Facilitates learning experiences that promote autonomy, interaction and choice 1.4 Engages students in problem solving, critical thinking and other activities to make subject matter meaningful 1.5 Promotes self-directed, reflective learning for all students	

SUMMARY

STANDARD 2	CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Elements	2.1 Creates a physical environment that engages all students 2.2 Establishes a climate that promotes fairness and respect 2.3 Promotes social development and group responsibility 2.4 Establishes and maintains standards for student behavior 2.5 Plans and implements procedures and routines that support student learning 2.6 Uses instructional time effectively	

SUMMARY

STANDARD 3	UNDERSTANDING AND ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Elements	3.1 Demonstrates knowledge of subject matter content 3.2 Organizes curriculum to support student understanding of subject matter 3.3 Interrelates ideas and information across subject matter areas 3.4 Develops student understanding through instructional strategies that are appropriate to the subject matter 3.5 Uses materials, resources and technologies to make subject matter accessible to all students	

SUMMARY

STANDARD 4	PLANNING INSTRUCTION & DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Elements	4.1 Draws on students' backgrounds, interests and developmental learning needs 4.2 Establishes and articulates goals for student learning 4.3 Develops and sequences instructional activities and materials for student learning 4.4 Designs short- and long-term plans to foster student learning 4.5 Modifies instructional plans to adjust for student needs	

SUMMARY

PALM SPRINGS UNIFIED SCHOOL DISTRICT
CERTIFICATED EMPLOYEE PERFORMANCE EVALUATION (Page 2 of 2)

STANDARD 5	ASSESSING STUDENT LEARNING	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
ELEMENTS	5.1 Establishes and communicates learning goals for all students 5.2 Collects and uses multiple sources of information to assess student learning 5.3 Involves and guides students in assessing their own learning 5.4 Uses the results of assessment to guide instruction 5.5 Communicates with students and families about student progress 5.6 Evidence of student progress towards appropriate standards and/or IEP goals*	

SUMMARY

* Analysis of student assessment takes into account mitigating factors, such as student attendance, entry-level achievement, special program membership, student behavior as evidenced by discipline records, availability of materials to support the instructional program, and other measurable variables that influence student achievement.

STANDARD 6	DEVELOPING AS A PROFESSIONAL EDUCATOR	(Not used for P.A.R. referral)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
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Focus Element

SUMMARY

If a majority of the first five standards are scored at any one level, 1, 2 or 3; then that is the level for the overall evaluation.

If there is no score that is a majority for the five standards, then the overall evaluation level will be scored "2."

OVERALL EVALUATION

<input type="checkbox"/> Does not meet standards ▪ Required P.A.R. referral for tenured teacher ▪ Required to repeat evaluation process next school year	<input type="checkbox"/> Partially meets standards ▪ P.A.R. suggested for tenured teacher ▪ Required to repeat evaluation process next school year	<input type="checkbox"/> Meets standards ▪ Probationary 1 required to repeat evaluation process next school year
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Evaluator Comments/Recommendation/Commendations:

Evaluator Signature _____

Date _____

Evaluatee Signature _____

Date _____

This report has been discussed with me in conference with the evaluator and I have received a copy of this evaluation form. An opportunity has been extended to me to attach comments concerning this evaluation.

Employee's signature does not indicate agreement or disagreement with the evaluation.

**Palm Springs Unified School District
Human Resources
Certificated Assistance Plan**

- Engaging and Supporting All Students in Learning
- Creating and Maintaining Effective Environments for Students
- Understanding and Organizing Subject Matter for Student Learning
- Planning Instruction and Designing Learning Experiences for all Students
- Assessing Student Learning
- Developing as a Professional Educator

The following assistance has been, or will be, offered to address the deficiency(ies) noted above

Area of Deficiency	Recommendation for Improvement	Pertinent Resources	Specific Timeline for Improvement	Progress Assessment *If deficiencies have not been corrected, explain
1. Engaging and Supporting all Students in Learning				
2. Creating and Maintaining Effective Environment for Students				
3. Understanding And Organizing Subject Matter for Student Learning				
4. Planning Instruction & Designing Learning Experiences for all Students				
5. Assessing Student Learning				
6. Developing as a Professional Educator				