

**Monterey County Office of Education
CERTIFICATED EMPLOYEE EVALUATION FORM**

Name: _____ Site: _____ Position: _____

Temporary:

Probationary: First Year Second Year _____ Year

Permanent:

Subject/Assignment _____

Evaluator

Date

**If the employee fails to pass two or more standards, the evaluator will prepare a written assistance plan and the employee will be referred to the Peer Assistance and Review Program if available. (Passing a standard means receiving a “Meets Expectations” rating for the majority of applicable elements within each standard).
Comments/Recommendations are required when “Needs Improvement” or “Unsatisfactory” is checked.**

Meets Needs Unsatisfactory
Expectations Improvement

Standard 1: Engages and Supports All Students in Learning

Elements:

- 1.1 Connects students’ prior knowledge, life experience, and interests with learning goals
- 1.2 Uses a variety of instructional strategies and resources to respond to students’ diverse needs
- 1.3 Facilitates learning experiences that promote autonomy, interactions and choice
- 1.4 Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful
- 1.5 Promotes self-directed, reflective learning for all students

Overall Rating of Standard 1: Pass Did not Pass

Comments

Standard 2: Creates and Maintains Effective Environments for Student Learning

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 classroom procedures and routines that support student learning

2.6 Uses instructional time effectively

Overall Rating of Standard 2: Pass Did not Pass

Comments

Meets Needs Unsatisfactory
Expectations Improvement

Standard 3: Understands and Organizes Subject Matter for Student Learning

Elements:

3.1 Demonstrates knowledge of subject matter content and student development

3.2 Organizes curriculum to support student understanding of subject matter

3.3 Interrelates ideas and information within and 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 students

Overall Rating of Standard 3: Pass Did not Pass

Comments

Standard 4: Plans Instruction and Designs Learning Experiences for All Students

Elements:

4.1 Draws upon and values students' backgrounds, interest, 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-term and long-term plans to foster student learning

4.5 Modifies instructional plans to adjust for student needs

Overall Rating of Standard 4: Pass Did not Pass

Comments

Standard 5: Assesses Student Learning

Elements:

- 5.1 Establishes and communicates learning goals to all students

- 5.2 Collects and uses multiple sources of information to assess student learning
- 5.3 Involves and guides all students in assessing their own learning

- 5.4 Uses the results of assessments to guide instruction

- 5.5 Communicates with students, families, and other audiences about student progress

Overall Rating of Standard 5: Pass Did not Pass

Comments

Meets Needs Unsatisfactory
Expectations Improvement

Standard 6: Develops as a Professional Educator

Elements:

- 6.1 Reflects on teaching practice and plans professional development

- 6.2 Establishes professional goals and pursues opportunities to grow Professionally

- 6.3 Works with communities to improve professional practice, when appropriate
- 6.4 Works with families to improve professional practice, when appropriate

- 6.5 Works with colleagues to improve professional practice

- 6.6 Demonstrates professional conduct and integrity

Overall Rating of Standard 6: Pass Did not Pass

Comments

Employee: My signature below indicates that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Comments:

- I agree with my evaluation.
- I disagree with my evaluation.
- I am requesting the presence of a MCOETA representative at a review of my evaluation.

Employee’s Signature Date

Supervisor’s Signature Date

MCOETA Representative Date

Department Head Signature or designee Date

This is to notify you that this evaluation will be placed in your personnel file at the end of ten (10) working days. You have the right to attach a response relative to this evaluation for placement in your personnel file.

Affix your initials to indicate that you are aware of these facts.

_____ Employee Initials