

Antioch Unified School District
Prospects Independent Study
Observation and Conference Form

Teacher: _____

Observer: _____

Date: _____

Observation: 1 2 3 4

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
1. Adherence to Curriculum (CSTP 3)				
a. Demonstrates knowledge of subject matter and student development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Develops student understanding through instructional strategies within & across subject matter areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Seeks consultation and advice for additional strategies and ideas when needs of a particular student exceed expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Uses materials, resources, and technologies to make subject matter accessible to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
2. Instructional Techniques and Strategies (CSTP 1 and 4)				
a. Connect students' prior knowledge, life experiences, and interests with learning goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Uses a variety of instructional strategies and resources to respond to student's diverse needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Facilitates learning experiences by discussing/clarifying lesson content with student during the appointment time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Engages students in problem solving, critical thinking, and other activities that make subject matter meaningful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Draws on and values students' backgrounds, interests, and developmental learning needs when planning elective courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Develops and sequences instructional activities and materials for student learning that are in alignment with master agreements and course contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
3. Learning Environment (CSTP 2)				
a. Creates a physical environment that engages all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Flexible in scheduling when necessary to achieve particular instructional objectives within reasonable limits and state guideline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains school standards for student behavior (e.g. dress code and cell phone policies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Follows the guidelines for folder procedures and attendance policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Adheres to student intervention policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Uses appointment times effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
4. Pupil Progress (CSTP 5)				
a. Supports and communicates to parents learning goals/progress for all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Collects and uses multiple sources of information to assess student learning including but not limited to: STAR testing, skills tutor, Datawise, and various rubrics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
5. Professional Growth (CSTP 6)				
a. Models organizational skills expected of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates teamwork approach in offering assistance to others when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Demonstrates efforts to gain greater knowledge of the profession (e.g. attend classes, workshops, conferences, professional meetings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Satisfactory	Needs Improvement	Unsatisfactory	Not Observed
6. Other Related Responsibilities				
a. Performs work related assignments/duties in a professional manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Works with colleagues to improve professional practice via formal and informal committees and work groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is prompt and accurate with reports and records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is fair, firm and consistent when	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none"> e. addressing student behavioral issues
Uses confidential information for professional purposes only f. Adheres to Board Policy and Administrative Rules regarding job description | <input type="checkbox"/>

<input type="checkbox"/> | <input type="checkbox"/>

<input type="checkbox"/> | <input type="checkbox"/>

<input type="checkbox"/> | <input type="checkbox"/>

<input type="checkbox"/> |
|---|--|--|--|--|

	Needs		Not
Satisfactory	Improvement	Unsatisfactory	Observed

7. Folder Check (required for every observation)

- | | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none"> a. <u>Master Agreements</u> written and followed according to District & State Mandates b. <u>Assignment Sheets/Progress Reports</u> properly completed c. <u>Record of Contacts</u> page completed according to independent study guidelines d. <u>Credit Earned Page</u> kept up to date/scores grades recorded e. <u>Learning Guides/Course Contracts</u> followed per State and District Standards f. Homework evaluated and “blue dotted” | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> |
|---|--|--|--|--|

Observers Summary:

A copy of this observation report will be placed in your personnel file. You are entitled to review and comment on this document and to have your own written comments attached. Any such written comments should be submitted to the personnel office within fifteen (15) working days of the post observation conference date.

Evaluator's Signature

Date

I have received a copy of the observation report and discussed it with my evaluator. I understand that my signature on this form does not necessarily mean that I agree with the ratings.

Evaluatee's Signature

Date

ANTIOCH UNIFIED SCHOOL DISTRICT
 PROSPECTS INDEPENDENT STUDY
 SUMMARY EVALUATION FORM

DATE: _____

MID YEAR FINAL

Evaluatee: _____ School: _____ Grade Level/Subject: _____

Status: Permanent Probationary 2 Probationary 1 Probationary 0 Intern Temporary

	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
1. Adherence To Curriculum (CSTP 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Instructional Techniques and Strategies (CSTP 1 & 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Learning Environment (CSTP 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pupil Progress (CSTP 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Professional Growth (CSTP 6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Other Related Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes to Evaluator: 1) In cases of outstanding work, an Outstanding Service letter is suggested. 2) A rating of "Needs Improvement" or "Unsatisfactory" in the first five categories must be clarified with comments identifying the particular area of concern and accompanied by a Teacher Assistance Plan.

FOR FINAL EVALUATIONS ONLY: EVALUATOR'S RECOMMENDATION:

Re-Employment Recommended Re-Employment Not Recommended

A copy of this document will be placed in your personnel file. You are entitled to review and comment upon this document and to have your own written comments attached. Any such written comments should be submitted to the Personnel office within fifteen (15) working days after the date indicated below.

 Evaluator's Signature

 Date

I have received a copy of this evaluation report. Signing this form does not necessarily indicate that I agree with the findings.

 Evaluatee's Signature

 Date

APPENDIX I

EVALUATION FORMS – K – 12 TEACHERS

Antioch Unified School District Teacher Evaluation Criteria

The teaching performance of certificated employees in the Antioch Unified School District will be evaluated using the criteria listed below. All criteria are based on state law and the California Standards for the Teaching Profession.

The purpose of these criteria is to provide guidance to all involved in the assessment and evaluation process as it reasonably relates to:

1. **ADHERENCE TO CURRICULUM:** The employee's knowledge, understanding and organization of subject matter to maximize student learning and attain curricular objectives (CSTP Standard 3)
 - a. Demonstrates knowledge of subject matter, content and student development
 - b. Organizes curriculum to support student understanding of subject matter
 - c. Interrelates ideas and information within and across subject matter areas
 - d. Develops student understanding through instructional strategies that are appropriate to the subject matter and to the students
 - e. Uses materials, resources and technologies to make subject matter accessible to students.
2. **INSTRUCTIONAL TECHNIQUES AND STRATEGIES:** The instructional techniques and strategies used by the employee to engage and support all students in learning (CSTP Standards 1 and 4)
 - a. Connects students' prior knowledge, life experience and interests with learning goals
 - b. Uses a variety of instructional strategies, materials, resources and techniques to respond to students' diverse needs
 - c. Facilitates learning experiences that promote autonomy, interaction and choice
 - d. Engages students in problem solving, critical thinking and other activities that reveal depth and meaning of the subject
 - e. Promotes self-directed, reflective learning for all students
 - f. Draws on and values students' prior knowledge, life experiences, interests and developmental learning needs to connect students to learning
 - g. Establishes, articulates and communicates learning goals for all students
 - h. Develops and sequences instructional activities and materials for student learning
 - i. Designs short-term and long-term plans to foster student learning
 - j. Modifies instructional plans to adjust for student needs
3. **LEARNING ENVIRONMENT:** The creation and maintenance of an environment suitable for effective learning within the scope of the employee's responsibilities (CSTP Standard 2)
 - a. Creates a physical environment that supports all students in learning
 - b. Establishes a climate that promotes fairness and respect
 - c. Promotes social development and group responsibility
 - d. Establishes and maintains standards of student behavior
 - e. Plans and implements classroom procedures and routines that support student learning
 - f. Uses instructional time effectively

Antioch Unified School District
Teacher Evaluation Criteria

4. PUPIL PROGRESS: Progress toward the established standards of expected pupil achievement at each grade level in each Area of study and if applicable, towards the state adopted academic content standards as measured by state adopted criteria referenced assessments (CSTP Standard 5)
 - a. Establishes and communicates learning goals for all students
 - b. Collects and uses multiple sources of information to assess student learning
 - c. Involves and guides all students in assessing their own learning
 - d. Uses results of assessments to guide instruction
 - e. Communicates with students, families and other audiences about student progress

5. PROFESSIONAL GROWTH: The employee's development as a professional educator (CSTP Standard 6)
 - a. Reflects on teaching practices and plans professional development
 - b. Establishes professional goals and pursues opportunities to grow professionally
 - c. Works with communities to improve professional practice
 - d. Works with families to improve professional practice
 - e. Works with colleagues to improve professional practice

6. OTHER RELATED RESPONSIBILITIES: The employee's performance of non-instructional duties and responsibilities including those which are supervisory/advisory and prescribed by the Board of Education in accordance with the Agreement between the District and AEA
 - a. Performs scheduled duties and fulfills responsibilities in professional manner
 - b. Is prompt and accurate with reports and records
 - c. Is punctual and responsible in performance of assigned duties
 - d. Uses confidential information for professional purposes only
 - e. Performs duties without absences so frequent that interfere with student learning
 - f. Presents a professional, neat and clear appearance
 - g. Shows firm, fair and consistent behavior in working with and in disciplining students and using appropriate techniques
 - h. Adheres to Board policy and Administrative Rules regarding job descriptions

These criteria are based on state law (Education Code Sections 44660-44665) and the California Standards for the Teaching Profession (CSTP).

The Standards address the following areas: 1, Engaging and Supporting All Students in Learning; 2, Creating and Maintaining Effective Environments for Student Learning; 3, Understanding and Organizing Subject Matter; 4, Planning Instruction and Designing Learning Experiences; 5, Assessing Student Learning; 6, Developing as a Professional Educator.