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# PERFORMANCE APPRAISAL

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TOOL FOR SELF-ASSESSMENT

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VICTORY CHARTER SCHOOL

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# PERFORMANCE APPRAISAL SELF-ASSESSMENT

## INTRODUCTION: HOW TO USE THE PERFORMANCE APPRAISAL SELF-ASSESSMENT

Performance appraisal procedures at Liberty Charter School reflect the belief that professional practice evolves through constant highly refined reflection by teachers of their approaches, assumptions and results of student learning. All staff is expected to self-assess and invite feedback from colleagues and the principal. The following instrument is intended to guide but not limit a fair and consistent process for all staff self-assessment and to direct one's focus for continued professional growth. Staff is reminded that policies regarding the annual evaluation can be found in the Employee Handbook and on the school's website. All evaluation records are confidential according to federal and state regulations.

The document is organized by four domains as described in *The Framework for Teaching* by Charlotte Danielson (2<sup>nd</sup> Edition, 2007). Within each domain, you will find the following:

1. Explicit expectations of the Harbor Method™ organized by the elements within each domain. The expectations articulated are the minimum requirements for certificated personnel. These are the elements that staff should develop as a minimum expectation. **These are the practices to which certificated staff are held accountable.**
2. Staff and the principal will use the expectations as a **guide** for self-assessment, feedback and goals for additional development. **Teachers do not need to respond** to each expectation statement but to consider their skill holistically in that domain. Teachers may comment on additional features or elements of teaching that they determine to be relevant or important to performance and continued growth. Please keep in mind that *67% of this evaluation's results are based on documentation related to Professional Practice.*
3. Use your videotaped session to look for specific expectations or areas for which you would like feedback. Watching students responses is often more informative about effects of instruction than watching yourself teach. Use what you observe to self-assess in this tool.
4. Provide evidence for your opinion, perception of your skills, including student growth on State testing (ISAT-Smarter Balanced) and adequate annual academic growth - see table following. These two areas will make up 33% of this evaluation's results. You should document student achievement in the Teacher Assessment section under Domain 1, and elsewhere in this evaluation as appropriate.

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STUDENT ACHIEVEMENT LEVEL OF PERFORMANCE			
<b>ISAT by Smarter Balanced:</b>			
Unsatisfactory	Basic	Proficient	Distinguished
One (1) Star School	Two (2) Star School	Three (3) Star School	Four (4) Star School
<b>District-Determined Measure:</b>			
Unsatisfactory	Basic	Proficient	Distinguished
<50% of teacher's students are making adequate annual academic growth.	51-69% of teacher's students are making adequate annual academic growth	70-84% of students are making adequate annual academic growth	85-100% of students are making adequate annual academic growth

5. There is a **designated area** to record your self-assessment comments regarding your level of skill in each of the domains.
6. **Principal constructive feedback** section is to be used by the principal consistent with Board policy. Feedback will be a compilation of the year's classroom observations that have been documented by the principal, as well as review of the teacher's videotaped teaching submission, and student input gathered and documented from the annual Advanc-Ed student survey . Under Idaho Code regarding Professional Practice, at least two (2) documented observations must occur annually, with at least one (1) completed by Jan. 1. In a Harbor School, teachers are observed by their principals a *minimum* of once *weekly*. To be fair and consistent, principals will use the same Observation Record to document teacher observations. Documentation from these observations is used to provide feedback in the area of Professional Practice. Teachers also provide a self-assessment of the area Professional Practice using their videotaped submission (see #3 above) and may provide a written self-assessment under Professional Responsibilities, Domain 4, and elsewhere as appropriate.
7. Upon completion of a self-assessment in each domain, staff members are expected to **set goals** for continued professional development. and will then meet formally with principal to review this document, for principal to provide documented feedback for the purpose of continued teacher improvement, and to set expectations for coming year, if needed.
8. To be fair and consistent, all certificated teachers will be evaluated at least once annually using this evaluation tool. All evaluations will be completed by May 1 of the current school year. Evaluation records are confidential according to state and federal regulations. Support professionals will also be evaluated using an adaptation of this evaluation.

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**NAME:**

**GRADE/CLASS:**

**DATE:**

**PROFESSIONAL GOALS:**

*As a result of the following self-assessment, a review of sample teaching and learning in my classroom, student achievement and input provided to me through the principal's observations and the annual student survey, I propose the following goals for my continued professional development:*

**PRINCIPAL FEEDBACK & ACTION (if necessary):** (Includes feedback from at least two, documented teaching observations, teacher-submitted video, and student input regarding classroom instruction as gathered and documented on the annual, Advanced student survey). Actions to be taken, if any, may include recommendation or non-recommendation for employment renewal, job status change, remediation, mentoring, counseling, probation, etc. If actions are listed, a procedure for addressing the action will be detailed here ):

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**Overall rating of this teacher:** \_\_\_\_\_ *(4=distinguished, 3=proficient, 2=basic, 1=needs improvement – Summative Evaluation Matrix attached.)*

***Actions to be taken as a result of this evaluation:***

- Recommendation for renewal of employment
- Job Status Change
- Remediation
- Probation
- Recommendation for non-renewal of employment
- Other: \_\_\_\_\_

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## DOMAIN 1: PLANNING AND PREPARATION

Harbor Method™ Expectations	Teacher Self-Assessment
<p><b>1A: Demonstrate knowledge of content and pedagogy</b></p> <ul style="list-style-type: none"> <li>• <b><u>Teachers are masters of the content</u></b> that is taught and knowledgeable of related pedagogy.</li> <li>• <b><u>Teachers use the instructional programs</u></b> that are supplied by the school and aligned to the curriculum.</li> <li>• <b><u>Teachers extend and supplement</u></b> according to the needs of their students and their professional judgment.</li> <li>▪ <b><u>Teachers design instructional strategies</u></b> that are aligned to the desired student learning outcomes.</li> </ul>	<p><i>Per Idaho Code, 33% of this evaluation is based on student achievement. Be sure to include here (and elsewhere in the evaluation as appropriate) evidence of your students' Student Level of Academic Performance as shown in the table on p. 2. You may use current year outcomes and past year's data to demonstrate on-going success in student outcomes.</i></p>
<p><b>1B: Demonstrate knowledge of students</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers understand</u></b> how children learn and develop.</li> <li>▪ <b><u>Teachers know their students</u></b>, their levels of development and learning needs; teachers use this information to support student success.</li> </ul>	
<p><b>1C: Set instructional outcomes</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers teach to the high</u></b>. Challenging students and expecting high levels of learning is visible in classrooms.</li> <li>▪ <b><u>Teachers teach mastery</u></b> of grade level objectives and challenge students with accelerated content.</li> </ul>	
<p><b>1D: Demonstrate knowledge of resources</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers use instructional program</u></b> materials and resources optimally to accomplish the desired learning outcomes for students.</li> </ul>	
<p><b>1E: Design coherent instruction</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers adhere to the concept boards</u></b>.</li> <li>▪ <b><u>Teachers maintain fidelity</u></b> to the Concept Board and collaborate to ensure grade to grade articulation of curriculum expectations.</li> <li>▪ <b><u>Teachers create additional opportunities</u></b> for the range of student learning needs.</li> </ul>	
<p><b>1F: Design student assessments</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers monitor student learning actively</u></b>. Feedback on student learning must first be helpful to the student so that they take responsibility for their own progress. Parents should know early and</li> </ul>	

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Harbor Method™ Expectations	Teacher Self-Assessment
<p>frequently how their children are doing.</p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers use Concept Board Assessments and student work</i></b> to guide their daily interactions with students. They use assessments as sources of feedback about student learning, motivation for students to improve, instructional effectiveness and curricular needs.</li> <li>▪ <b><i>Teachers use national and state assessments</i></b> as one indicator of the quality of teaching and learning.</li> <li>▪ <b><i>Teachers prepare students for state wide testing.</i></b> Teachers want students to feel prepared. They do not overemphasize its importance or create anxiety about it. Rather, they help students to be familiar with the mechanics of the testing process and confident in their preparedness to do well.</li> </ul>	

## HARBOR METHOD™ EXPECTATIONS FOR TEACHING & LEARNING DOMAIN 2: THE CLASSROOM ENVIRONMENT

Harbor Method™ Expectations	Teacher Self-Assessment
<p><b>2A: Creating an Environment to Respect and Rapport</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers adhere to Harbor Method practices</i></b>, routines and rituals that create our community and school culture.</li> <li>▪ <b><i>Teachers expect, teach and model kindness</i></b> to students and staff.</li> <li>▪ <b><i>Teachers create a safe environment</i></b> by removing fear, threat and intimidation in school.</li> <li>▪ <b><i>Teachers contribute to the positive, supportive culture</i></b> of the school through their deeds, words, and practices. Gossiping, destructive communication, and hurtful exchanges are not acceptable.</li> </ul>	
<p><b>2B: Establishing a Culture for Learning</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers are proactive.</i></b> They try to prevent misconduct, inattentiveness, and disengagement from learning. Their motive is successful learning for all students in all settings at school. (40 Cards)</li> <li>▪ <b><i>Teachers focus on kindness</i></b> and a zero tolerance policy for teasing, taunting, bullying, and negative peer pressure creates a positive, supportive and constructive environment for children to learn and grow.</li> </ul>	

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Harbor Method™ Expectations	Teacher Self-Assessment
<ul style="list-style-type: none"> <li>▪ <b><u>Teachers use humor</u></b> to create a safe and comfortable learning environment and to send messages that are important to students.</li> </ul>	
<p><b>2C: Managing Classroom Procedures</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers utilize Harbor Method student conduct routines</u></b> to establish continuity for students throughout the school and across teachers</li> <li>▪ <b><u>Teachers shape the dispositions and conduct</u></b> of their students. Teachers attend to the development of attitudes that affect how students engage in their work with deliberate action.</li> </ul>	
<p><b>2D: Managing Student Behavior</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teach personal accountability.</u></b> All teachers develop ways to teach students a value for personal accountability. Teachers look for ‘teachable moments’ that naturally occur throughout the day.</li> <li>▪ <b><u>Teachers use student discipline as an opportunity to teach.</u></b> Teachers use natural consequences and utilize these moments to instruct students about choices and consequences. (Rules &amp; Reasons)</li> <li>▪ <b><u>Teachers publicly praise and recognize students</u></b> for diligence, attitude and academic accomplishment.</li> </ul>	
<p><b>2E: Organizing Physical Space</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers model respect and responsibility</u></b> to maintain a clean, orderly environment in their classrooms and school.</li> </ul>	



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## HARBOR METHOD™ EXPECTATIONS FOR TEACHING & LEARNING DOMAIN 3: INSTRUCTION

Harbor Method™ Expectations	Teacher Self-Assessment
<p><b>3A: Communicating with Students</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers have high expectations</i></b> for high quality instruction everywhere, everyday, by everyone.</li> <li>▪ <b><i>Teachers teach clear expectations</i></b> for student performance and conduct.</li> <li>▪ <b><i>Teachers adhere to the concept boards</i></b> to maintain fidelity to curriculum design.</li> <li>▪ Direct instruction is used during concept boards. Other instructional methods are used as teachers match the specific learning objectives to the best instructional approach.</li> </ul>	
<p><b>3B: Using Questioning and Discussion Techniques</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers design their instruction to ensure challenging content,</i></b> proficiency in skill and determination of best effort as the foundation for critical thinking habits.</li> <li>▪ <b><i>Teachers use consistency, coherence and creativity</i></b> to promote learning for students.</li> <li>▪ <b><i>Teachers are leaders of instruction.</i></b> They make instructional decisions based on the cognitive level of learning expected for the specific objective(s).</li> </ul>	
<p><b>3C: Engaging Students in Learning</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers ensure that students can articulate what they are learning.</i></b> They know what they are expected to learn which contributes to their active engagement and success.</li> <li>▪ <b><i>Teachers create the school and class environment</i></b> to foster internal motivation and satisfaction to engage them.</li> </ul>	
<p><b>3D: Using Assessment in Instruction</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers use assessments that are aligned to what is taught.</i></b> Assessments are used as feedback to students and teachers.</li> <li>▪ <b><i>Teachers are adaptive to the needs of students.</i></b> They see mistakes as a teaching opportunity and teach students to see mistakes as a learning opportunity. They are transparent about their own</li> </ul>	

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Harbor Method™ Expectations	Teacher Self-Assessment
mistakes, modeling the learning opportunity.	
<p><b>3E: Demonstrating Flexibility and Responsiveness</b></p> <ul style="list-style-type: none"> <li>▪ <b><i>Teachers help students learn to persevere</i></b> towards mastery of their learning. They are not afraid to try and understand mistakes are for learning. Teachers encourage students with- “ Don’t worry –if you don’t get it today ,you will get it tomorrow!”</li> <li>▪ <b><i>Teachers are problem solvers.</i></b> They monitor student learning and create ways to meet needs of students. They direct the role of the Educational Assistant and utilize resources to support student learning.</li> <li>▪ <b><i>Teachers utilize parent volunteers</i></b> to support student learning. Teachers direct parents who are available to volunteer their skills and talents in their child’s classroom.</li> </ul>	

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## HARBOR METHOD™ EXPECTATIONS FOR TEACHING & LEARNING DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

Harbor Method™ Expectations	Teacher Self-Assessment
<p><b>4A: Reflecting on Teaching</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers thoughtfully and continually assess instructional effectiveness</u></b> and the effects on student learning. They adjust, review and support learning so that each student experiences success and builds a mindset for performing well.</li> </ul>	<p><i>Per Idaho Code, 67% of this evaluation's results are based on documentation related to Professional Practice. In addition to your videotaped submission, principal observations, and student input from the annual Advanc-Ed student survey, use this section (and elsewhere in the evaluation as appropriate) to add any additional information you would like regarding Professional Practice.</i></p>
<p><b>4B: Monitoring Accurate Records</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers maintain and manage essential information</u></b> related to student performance.</li> </ul>	
<p><b>4C: Communicating with Families</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers communicate proactively</u></b> with parents regarding the performance of their child.</li> <li>▪ <b><u>Teachers use Harbor Method™ practices</u></b> to engage families in their child's education.</li> </ul>	
<p><b>4D: Participating in a Professional Community</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers working together</u></b> to perfect the school, their instruction and student learning is expected, encouraged and self-directed. This leadership on the part of teachers is promoted and encouraged to problem solve and innovate programs as needed for students.</li> <li>▪ <b><u>Teachers contribute to the quality</u></b> of the school community. They take initiative, volunteer as needed and support their colleagues, the principal and the school board in a mutual purpose.</li> </ul>	
<p><b>4E: Growing and Developing Professionally</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers expect and seek feedback</u></b> from one another and the principal. They know that feedback is part of the learning process.</li> <li>▪ <b><u>Teachers direct their professional development.</u></b> Teachers pursue advanced degrees and professional development experiences that are aligned to the Harbor Method™ and would advance their school.</li> </ul>	
<p><b>4F: Showing Professionalism</b></p> <ul style="list-style-type: none"> <li>▪ <b><u>Teachers conduct reflects the highest standard of integrity.</u></b> They understand their role as adult models for youth and in the community.</li> </ul>	