



FORMAL OBSERVATION SUMMARY SHEET

Name: _____ Date: _____

Evaluator: _____ School: _____

ND = Not Developed
 NI = Needs Improvement
 Prof = Proficient
 Adv = Advanced

Standard I - Planning	ND	NI	Met	Prof	Adv
The teacher will plan instruction that supports every student in meeting rigorous learning goals as set forth by the South Carolina State Academic Standards and the Common Core State Standards.					
A. The teacher plans instruction appropriate for his/her students.					
B. The teacher plans collaboratively with colleagues and professionals who have specialized expertise to meet the unique learning needs of each student.					
C. The teacher utilizes the South Carolina Academic Standards, the Common Core State Standards, and his/her approved pacing guide when developing short-range plans.					
Overall Rating for Standard I					

Comments: _____

Standard II – Instruction	ND	NI	Met	Prof	Adv
The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.					
A. The teacher demonstrates a thorough command of the discipline he/she teaches and provides appropriate content.					
B. The teacher structures the content to promote meaningful learning.					
C. The teacher incorporates 21 st century skills and makes content relevant to students.					
D. The teacher uses varied instructional strategies to meet the needs of all learners.					
E. The teacher integrates and utilizes technology in his/her instruction.					
Overall Rating for Standard II					

Comments: _____

Standard III – Student Growth and Assessment	ND	NI	Met	Prof	Adv
The teacher understands and uses multiple methods of assessment to engage learners in self-reflection, to monitor the learner’s progress, and to guide instructional decision making.					
A. The teacher uses a variety of methods, both formal and informal, to assess what each student has learned.					
B. The teacher maintains a constant awareness of student learning and continually monitors and assesses student learning during instruction.					
C. The teacher enhances student learning by using information from informal and formal assessments to guide instruction and to make informed instructional decisions using data and research.					
D. The teacher enhances student learning by providing appropriate instructional feedback to students.					
Overall Rating for Standard III					

Comments: _____

Standard IV - Environment	ND	NI	Met	Prof	Adv
The teacher creates a learning environment that supports individual and collaborative learning, encourages positive social interactions and active engagement in learning, and promotes self motivation of students.					
A. The teacher provides an environment in which each child has a positive, nurturing relationship with caring adults.					
B. The teacher embraces diversity in the classroom and school.					
C. The teacher treats students as individuals and maintains high expectations, including graduation from high school, for students of all backgrounds.					
D. The teacher helps students assume responsibility for his/her own participation, collaboration and learning.					
E. The teacher adapts his/her teaching for the benefit of students with special needs.					
Overall Rating for Standard IV					

Comments: _____

Standard V - Professionalism	ND	NI	Met	Prof	Adv
The teacher engages in ongoing professional learning, works collaboratively and effectively with other professionals in his/her school, uses evidence to continually evaluate his/her practice, and demonstrates high ethical standards.					
A. The teacher works to achieve school and district goals in order to make the entire school a positive and productive learning environment for the students.					
B. The teacher exhibits professional demeanor and behavior.					
C. The teacher is an effective communicator.					
D. The teacher is an active learner, linking his/her professional growth to his/her professional goals.					
E. The teacher functions effectively in a complex, dynamic environment.					
Overall Rating for Standard 5					

Comments: _____

Post Conference Notes:

Teacher's Signature

Date

Principal/Evaluator's Signature

Date

Note: The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing. The signature of the principal or evaluator verifies that the report has been reviewed and that the post conference was completed.

Did the teacher choose to reply in writing to this report? Yes ___ No ___
If the teacher replied in writing to the report, please attach it to this document.

Principal/Evaluator's Signature

Date

Principal/Evaluator's Signature indicates the comments submitted have been addressed.

