

**Central Arkansas Christian Schools Inc.**

**Performance Appraisal**

**Job Title: *Secondary School Teacher***

**Employee:**

**Date:**

**Function 1:** Systematically implement the school’s **curriculum**, **instructional process** and **assessment practices** that guide and promote teacher effectiveness and student learning

T= Teacher

P= Principal

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| **Implementation: 1**-None, **2**-Partial, **3**-Substantial, **4**-Complete, **5**-Complete with Distinction | **T** | **P** |
| 1. Ensure that learning experiences for assigned content areas are aligned with school curriculum and student achievement goals and lead to success at the next level
 |  |  |
| **1.2** Integrate biblical principles (biblical content, biblical worldview, spiritual formation, Christian character and Christian service) into all learning experiences |  |  |
| **1.3** Consistently and deliberately plan and use instructional strategies that require student collaboration, self-reflection and development of critical thinking skills |  |  |
| **1.4** Consistently use instructional strategies that require students to apply knowledge and skills, integrate content and skills with other disciplines and use technologies as instructional resources and learning tools |  |  |
| **1.5** Personalize instructional strategies and interventions to address individual learning needs of each student |  |  |
| **1.6** Clearly inform students of learning expectations and standards of performance |  |  |
| **1.7** Provide exemplars to guide and inform students |  |  |
| **1.8** Provide students with specific and immediate feedback about their learning |  |  |
| **1.9** Use data from multiple assessments of student learning and examination of professional practice to monitor and adjust curriculum, instruction and assessment |  |  |
| **1.10** Participate in collaborative learning with peers and administration to improve instruction and student learning |  |  |
| 1. Fully support and engage in the formal supervision and evaluation procedures implemented by the school to improve instruction
 |  |  |
| **1.12** Engage parents in their children’s education and keep them informed of their child’s learning progress |  |  |
| **1.13** Support and fully participate in the school’s student mentoring/advisory program |  |  |
| **1.14** Consistently use the grading and reporting policies, processes and procedures established by the school |  |  |
| **1.15** Utilize learning support services (internal and external) provided by the school to address the unique learning needs of students |  |  |
| **1.16** Participate in a continuous program of professional learning and faith development |  |  |

**Comments:**

**Function 2:** Implement school policies, processes and procedures that **maximize** the school’s **resources** and **services** that support student success

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| --- | --- | --- |
| **Implementation: 1**-None, **2**-Partial, **3**-Substantial, **4**-Complete, **5**-Complete with Distinction | **E** | **S** |
| **2.1** Maximize instructional time (engage in “bell to bell” learning) |  |  |
| **2.2** Ensure that all necessary materials, supplies and equipment are available for learning |  |  |
| **2.3** Promote student stewardship of school provided materials, equipment and school facilities |  |  |
| **2.4** Collaborate with the administration to provide a safe, clean and healthy environment for all students and staff |  |  |
| **2.5** Monitor student overall well-being and intervene when necessary, using support services as necessary |  |  |
| **2.6** Utilize media and information resources to support learning |  |  |
| **2.7** Collaborate with the Guidance Office in support of education and career planning |  |  |

**Comments:**

**Function 3:** Support and participate in the school’s **assessment system** of student learning and school effectiveness to guide continuous improvement

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| **Implementation: 1**-None, **2**-Partial, **3**-Substantial, **4**-Complete, **5**-Complete with Distinction | **E** | **S** |
| **3.1** Implement the school’s processes and procedures for collecting, analyzing and applying data  |  |  |
| **3.2** Participate in ongoing training in the evaluation, interpretation and use of data |  |  |

**Comments:**

**Function 4:** Implement school policies, processes and procedures that govern **student behavior** and **non-academic programs**, **services** and **opportunities** of the school

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| **Implementation: 1**-None, **2**-Partial, **3**-Substantial, **4**-Complete, **5**-Complete with Distinction | **E** | **S** |
| **4.1** Consistently and fairly apply expectations, guidelines and consequences for student behavior |  |  |
| **4.2** Collaborate with administration and faculty to provide for personal and leadership development for all students |  |  |
| **4.3** Fulfill supervisory duties as assigned by the administration |  |  |
| **4.4** Attend extracurricular activities when possible |  |  |

**Comments:**

**Basic Expectations:**

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| --- | --- | --- |
| Level of Agreement: **1**-Strongly Disagree, **2**-Disagree, **3**-Neutral, **4**-Agree, **5**-Strongly Agree  |  |  |
| **BE1** Support the school’s Statement of Faith and Christian Heritage, Community Covenant, Mission, Philosophy, and Goals |  |  |
| **BE2** Follow school policies as outlined in the Personnel and Faculty Handbooks |  |  |
| **BE2** Deliberately and consistently align decisions and actions with the school’s mission |  |  |
| **BE3** Demonstrate spiritual leadership and maturity |  |  |
| **BE5** Show evidence of professional standards of presentation, punctuality, professional courtesy and discretion |  |  |
| **BE6** Maintain professional credentials and/or certification |  |  |
| **BE7** Perform other duties as assigned by the Secondary School Principal |  |  |
| **BE5** Complete a minimum of 36 hours of approved professional development each year |  |  |
| **BE6** Keep current in scholarship on teaching, assigned content area and the purposes of the Christian education |  |  |

**Comments:**

**Summary:**

**Commendations:**

**Opportunities for Growth:**

**Employee Signature** **Supervisor Signature**