APPENDIX XVI

BENTLEY UPPER SCHOOL TEACHER EVALUATION Date Jonatha EVALUATOR: Jonathan Briggs TEACHER: COURSE: PERIOD: A.IN CLASS Circle One **EVALUATION CRITERIA** 1 2 3 4 5 1. The lesson objectives are clearly defined 12345 2 A variety of methods and materials are used to achieve objectives 1 2 3 4 5 3. The teacher attempts to include and interest all students 12345 4. The teacher treats students with fairness and respect 1 2 3 4 5 5. The teacher maintains control appropriate to class activities 1 2 3 4 5 6. Discipline problems are handled with a minimum of interference to students' learning 1(2)3 4 5 7. The teacher promptly begins class 1 (2) 3 4 5 8. The overall environment of the classroom including display and room arrangement maximizes student learning 12345 9. The teacher shows enthusiasm for teaching and enjoys his/her work 1 2 3 4 5 10. The teacher carefully monitors student understanding 1 2 3 4 5 11. The teacher is well organized and prepared 1 2 3 4 5 NA 12. The teachers uses a variety of methods to evaluate students, and these are communicated clearly and reinforced regularly B.OUT OF CLASS Circle One EVALUATION CRITERIA 12345NA 1. The teacher cooperates willingly with appropriate committee assignments 12345 2 The teacher willingly communicates and exchanges ideas and materials with fellow teachers 12345 3. All duties and interactions are professionally conducted 12345 4. The teacher attends and participates in faculty meetings 5. Grade books and plan books are kept complete and up to date 1 2 3 4 5 6. Progress and grade reports are promptly completed 12345 12345 7. The teacher takes responsibility for students outside the classroom (i.e. sponsors a club, coaches a team, etc.) 1 2 3 4 5 8. The teacher is willing to help students as needed, either before or after school, lunch, break, etc. 9. Parents are called for conferences when necessary 12345 12345 10. The teacher actively supports the standards and mission of the school 2 3 4 5 11. The teacher responds promptly to administrative requests 2345 12. The teacher is proactive in addressing his/her own professional development 2 3 4 5 13. Advisory responsibilities are successfully fulfilled

Student Evaluation of Faculty

Teacher Name Course Thank you for answering the following questions anonymously; your comments will help us to improve future instruction at Bentley. It is absolutely crucial that you are completely honest in your assessment of your teacher and answer the questions to the best of your ability. The number (5) indicates a positive response and the number (1) indicates a negative response. 5 – Exceptional, 4 – Very Good, 3 – Satisfactory, 2 – Below Average, 1-Unacceptable

1.	Assignments are clear and understandable.	1	2	3	4	5	
2.	Student work was returned in a timely fashion (within five school days).	1	2	3	4	5	
3.	Feedback on written assignments is useful and understandable with respect to the	1	4	2			
	grade assigned.	1	2	3	4	5	
4.		1	2		4		
5.	Grading is impartial and executed with fairness.	1	2	2	4	5	
6.	The material is taught in a way that helps me learn.	1	2 2 2 2	3 3 3 3 3 3 3 3 3 3 3	4 4	5 5 5 5 5 5 5 5 5	
7.	Class time is useful and productive.	1	2	2	4	5	
	The teacher is approachable with a line of it and it	1	2 2 2 2 2 2	2	4	5	
9		1	2	2	4 4	5	
10	Homework assignments are of the proper length (according to published guidelines).	1	2	3	4	5	
11	Proper in class notice (one week) is given for major assignments (i.e. tests)	1	2	3		5	
12	Student interruptions are handled with minimal interference to student learning.	1	2	3	4	5	
12.	12. The teacher uses a variety of methods and assignments (i.e. projects, group work,						
12	presentations, mock trials, discussion, reports, lecture, etc.)	1	2	3	4	5	
13.	13. The teacher organized and prepared for class on a day-to-day basis.				4	5	
14.	14. The teacher shows enthusiasm for his/her teaching. 1 2 3					5	
15.	15. Students are treated with respect (no use of malicious sarcasm, not put down, etc.12316. The teacher's homework site is updated regularly.12317. The teacher has full knowledge of the subject matter12318. I feel that I have learned from this teacher.123				4	5	
10.	10. The teacher's homework site is updated regularly			3	4	5	
17.	17. The teacher has full knowledge of the subject matter 1 2				4	5	
18.	13. The teacher organized and prepared for class on a day-to-day basis.1234514. The teacher shows enthusiasm for his/her teaching.1234515. Students are treated with respect (no use of malicious sarcasm, not put down, etc.1234516. The teacher's homework site is updated regularly.1234517. The teacher has full knowledge of the subject matter1234518. I feel that I have learned from this teacher.12345						
19.	Indicate your overall rating of the teacher.	1	2	3	4	_ 5	
Students who are taking French and Spanish should answer the following:							
	1. Students are required to use the target language in class with a frequency						
	appropriate to the level being studied.	1	2	3	4	5	
	2. The teacher uses the target language in class with a frequency appropriate						
	to the level being studied.	1	2	3	4	5	
	3. The "culture" of the language being taught is also included.	1	2	3	4	5	
The questions below require a parrative. You may use the back of this paper if you wish							

1. What suggestions do you have to make the class more successful in the future?

2. What did you like best about the class? Why?

3. What did you like least about the class? Why?

4. General Comments (over)

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