SCHOOL DISTRICT OF GADSDEN COUNTY

ADJUNCT INSTRUCTOR

PERFORMANCE APPRAISAL

Name _____ **Position** _____

School / Dept. _____ **School Year**_____

1. PLANNING / PREPARATION

Category Definitions

* (1) Create or select long-range plans based on a review of District and State curriculum priorities, student profiles, and instructional profiles.
* (2) Define goals and objectives for unit and daily plans.
* (3) Sequence content and activities appropriately.
* (4) Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
* (5) Revise plans based on student needs.
* (6) Plan and prepare a variety of learning activities considering individual student's culture, learning styles, special needs, and socio-economic background.
* (7) Develop or select instructional activities which foster active involvement of students in the learning process.
* (8) Plan and prepare lessons and instructional strategies which support the school improvement plan and the District mission.
* (9) Select, develop, modify, and / or adapt materials and resources which support learning objectives and address students' varying learning styles, backgrounds, and special needs.

Source Code (circle choices)

A. Behavioral Event Interview	B. Direct Documentation	C. Indirect Documentation	D. Training Programs Competency Acquisition	E. Evaluatee Provided	F. Confirmed Observation

Rating Code (circle one)

Unsatisfactory	Needs Improvement	Effective	Very Effective	Outstanding

Adjunct Instructor (Continued)

2.   ADMINISTRATIVE/ MANAGEMENT

Category Definitions

*(10)   Establish and maintain effective and efficient record keeping procedures.
*(11)   Manage time effectively.
*(12)   Develop routines and efficient techniques for minimizing time required for administrative and organizational activities.
*(13)   Manage materials and equipment effectively.
*(14)   Organize materials for efficient distribution and collection.
*(15)   Instruct and supervise the work of volunteers and aides when assigned.
*(16)   Assist in enforcement of school rules, administrative regulations, and School Board policies.
*(17)   Use technology resources effectively.
*(18)   Establish and maintain a positive, organized, and safe learning environment.
*(19)   Maintain a clean, attractive learning environment.
*(20)   Establish and use behavior management techniques which are appropriate and effective.
*(21)   Establish routines and procedures and work with students on consistently following them.
*(22)   Create a learning climate that is challenging yet non-threatening.
*(23)   Maintain instructional momentum with smooth and efficient transitions from one activity to another.

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3. ASSESSMENT / EVALUATION

Category Definitions

*(24)   Develop and use assessment strategies (traditional and alternative) to assist the continuous development of learners.
*(25)   Interpret and use data (including but not limited to standardized and other test results) for diagnosis, instructional planning, and program evaluation.
*(26)   Use ongoing assessment to monitor student progress, verify that learning is occurring, and adjust curriculum and instruction.
*(27)   Provide feedback to students about the appropriateness of responses and quality of work with a focus on improving student performance.
*(28)   Communicate, in understandable terms, individual student progress knowledgeably and responsibly to the student, parents, and professional colleagues who need access to the information.
*(29)   Encourage self-assessment by students and assist them in developing plans for improving their performance.
*(30)   Administer standardized tests in accordance with directions provided, including proctoring and secure handling of materials.
*(31)   Evaluate the effectiveness of instructional units and teaching strategies.

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Adjunct Instructor (Continued)

4. INTERVENTION / DIRECT SERVICES

Category Definitions

*(32) Demonstrate knowledge and understanding of curriculum content.
*(33) Communicate high expectations for learning for all students.
*(34) Apply principles of learning and effective teaching in instructional delivery.
*(35) Monitor learning activities, providing feedback and reinforcement to students.
*(36) Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs.
*(37) Use appropriate techniques and strategies to enhance the application of critical, creative, and evaluative thinking capabilities of students.
*(38) Use appropriate materials, technology, and resources to help meet learning needs of all students.
*(39) Assist students in accessing, interpreting, and evaluating information from multiple sources.
*(40) Provide appropriate instruction and modifications for students with special needs, including exceptional education students and students who have limited proficiency in English.
*(41) Provide quality work for students which is focused on meaningful, relevant, and engaging learning experiences.
*(42) Provide instruction on safety procedures and proper handling of materials and equipment.
*(43) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others, by role modeling and learning activities.
*(44) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.

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5. COLLABORATION

Category Definitions

*(45) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
*(46) Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
*(47) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
*(48) Work with other teachers in curriculum development, special activities, and sharing ideas and resources.

Source Code (circle choices)

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Adjunct Instructor (Continued)

6. STAFF DEVELOPMENT

Category Definitions

*(49)	Engage in continuing improvement of professional knowledge and skills.
*(50)	Assist others in acquiring knowledge and understanding of particular area of responsibility.
*(51)	Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
*(52)	Establish and implement an Individual Professional Development Plan.

Source Code (circle choices)

G. Behavioral Event Interview	H. Direct Documentation	I. Indirect Documentation	J. Training Programs Competency Acquisition	K. Evaluatee Provided	L. Confirmed Observation

Rating Code (circle one)

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7. PROFESSIONAL RESPONSIBILITIES

Category Definitions

*(53)	Model professional and ethical conduct and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
*(54)	Perform all professional responsibilities.
*(55)	Prepare required reports and maintain all appropriate records.
*(56)	Maintain confidentiality of student and other professional information.
*(57)	Comply with policies, procedures, and programs.
*(58)	Exercise appropriate professional judgment.
*(59)	Support school improvement initiatives by active participation in school activities, services, and programs.
 (60)	Perform other duties as assigned.

Source Code (circle choices)

M. Behavioral Event Interview	N. Direct Documentation	O. Indirect Documentation	P. Training Programs Competency Acquisition	Q. Evaluatee Provided	R. Confirmed Observation

Rating Code (circle one)

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Adjunct Instructor (Continued)

8. STUDENT GROWTH / ACHIEVEMENT

Control Dimension

*(61)   Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
*(62)   Maintain academic focus by using a variety of motivational techniques.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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9. WORKSITE SERVICE STANDARDS

Control Dimension

Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

(Special Note)
An effective or higher rating is required in this job context category in order to be eligible for an overall effective or higher rating.

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Adjunct Instructor (Continued)

OVERALL RATING: (enter total scores)

Input from parents and teachers was collected and analyzed in preparation of this report.

Unsatisfactory _____   Needs Improvement _____   Effective _____   Very Effective _____ Outstanding _____

Comments of the Evaluatee:

This evaluation has been discussed with me: Yes _____   No _____

_____
_____
_____
_____

_____

Signature of Evaluatee   Date

Comments of the Evaluator:

_____
_____
_____
_____

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Signature of Evaluator   Date