



TLS Elementary Teacher Performance Review

Employee _____ Supervisor _____

Completed by _____ Date _____

Using the scoring scale & descriptors below, this form will be completed individually by both employee and supervisor, after which a performance conference between them will occur and a summary evaluation will be written by supervisor, signed by both employee and supervisor, and placed in the employee's personnel file.

N/A -- Unrated -- Used for employees who have been in their positions less than three months and have not established themselves in a clear performance category at appraisal time or is not applicable to position

1 -- Impressive -- Exceeds position description responsibility

2 -- Effective -- Meets position description responsibility

3 -- Limited -- Performance does not meet expected levels. May need to improve performance in certain areas of assignment. Provide explanation of rating and examples for improvement

4 -- Inadequate -- Performance consistently does not meet expected levels. Specific performance improvement plans must be established and successfully completed immediately. Provide explanation of rating and examples for improvement

____ Uphold the Biblical truths & confessions as contained in the Book of Concord

Comments: _____

____ Associate closely with God through prayer, Bible study, regular communion & worship attendance, and actively participates in congregational activities

____ Clearly articulate the purpose of Timothy Lutheran Church and School Ministry

Comments: _____

____ Set annual goals for professional growth and identify & implement priorities within these goals

Comments: _____

____ Understand & exhibit Christian leadership traits & abilities

Comments: _____

____ Regularly participate in professional advancement through reading & study and attending conferences & seminars

Comments: _____

____ Gives clear, concise instructions with thoughtful questions

Comments: _____

____ Implement all discipline policies of Timothy Lutheran School or refer situation to School Administrator

Comments: _____

____ Share playground supervision duties

Comments: _____

____ Require students show respect for school & church facilities & property, including keeping classrooms & other instructional areas neat & clean

Comments: _____

____ Share leadership & supervision of school activities (choir, band, plays, mission projects, field trips, etc)

Comments: _____

____ Maintain consistent & fair classroom routine for teacher & students to follow

Comments: _____

____ Maintain pleasant & enjoyable classroom—spiritually, emotionally, and physically

Comments: _____

____ Prepare weekly lesson plans which may be reviewed by School Administrator

Comments: _____

____ Use time efficiently and organize teaching assignments systematically

Comments: _____

____ Review classroom goals with School Administrator

Comments: _____

____ Assist School Administrator in any way to promote Christian education

Comments: _____

____ Communicate concerning situations related to instruction or classroom management to School Administrator

Comments: _____