

Covenant Academy

INSTRUCTIONAL STAFF EVALUATION

Employee Name:	Position: Covenant Teacher
Review Type:	Date of Last Evaluation:
Hire Date:	Supervisor: Kira Wilson

Note: When using this form for evaluation, follow this rating scheme:

5– with high consistency--4– with good consistency--3--with moderate consistency--2– inconsistently--1– rarely

<i>Spiritual</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Models a consistent daily walk with Jesus Christ in speech, actions, and attitudes.						
Shows support for the role of parents as primarily responsible before God for their children’s education, and assists them in the task.						
Emphasizes to students the reality of their self-worth in Christ.						
Manages conflict effectively, Follows Matthew 18 principle.						
Encourages students to accept God’s gift of salvation and grow in their faith						

<i>Instructional</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	
Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.						
Demonstrated mastery of the subject material.						
Uses valid teaching techniques to achieve curriculum goals and affect student learning.						
Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.						
Prepares and submits weekly lesson plans for the administrator’s review.						
Employs a variety of instructional aids, methods, and materials addressing all types of learning styles.						
Plans, through approved channels, the balanced use of field trips, guest lectures, and other media.						
Uses homework effectively for drill, review, enrichment, or project work.						
Assesses the learning of students on a regular basis and provides progress reports as required.						
Keeps proper discipline in the classroom and on the school premises for a good teaching environment.						

<i>Non-Instructional and Professional</i>	1	2	3	4	5	
Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.						
Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.						
Keeps students, parents, and the administration adequately informed of deficiencies and gives sufficient notice of failure.						
Maintains a clean, attractive, well-ordered classroom.						
Accepts a share of responsibility for extracurricular activities as assigned.						
Utilizes educational opportunities and evaluation processes for professional growth.						
Seeks the counsel of the administrator, colleagues and parents, and is teachable.						
Provides input and recommendations for administrative and managerial functions in the school.						
Attends and participates in scheduled meetings as required.						
Demonstrates knowledge of procedures for dealing with emergencies.						
Contributes to the general improvement of the school program.						
Meets overall objectives and expectations as listed in job description.						

<i>Personal</i>	1	2	3	4	5	
Demonstrates positive character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control and, perseverance.						
Overall record of timeliness and attendance.						
Meets everyday stress with emotional stability, objectivity, and optimism.						
Exercises friendliness and consideration, treating students without partiality.						
Submits respectfully and is loyal to constituted authority.						
Maintains a personal appearance that is a role model of cleanliness, modesty and good taste.						
Uses acceptable English in written and oral communication. Speaks with clear articulation.						
Develops and maintains rapport with parents to promote a positive learning environment.						
Develops and maintains effective relationships with all staff.						
Recognizes the need for good public relations. Represents the ministry in a favorable and professional manner.						
Communicates effectively and in a timely manner with parents.						
Demonstrates an appreciation and understanding of the uniqueness of the local community.						
<i>Total from all Categories (to be completed by Supervisor):</i>						

<i>General Comments</i>

<i>What suggestions would you have for this staff member to become more effective?</i>

<i>Recommendations for Professional Development (seminars, training, schooling, etc.)</i>

<i>Employee Comments</i>

<i>Signatures</i>	
Staff Member Signature:	Date:
Supervisor:	Date:
Head of School:	Date: