

Evaluation Protocol - DOMAIN 4 – Professional Responsibilities

This section of the evaluation will be completed by the administrator but will be informed by the department chair, as well as commentary, examples, and portfolio items provided by the faculty member.

The subdomains for Domain 4 are as follows:

4a. Reflecting on Teaching

4b. Maintaining Accurate Records

4c. Communicating with Families

4d. Participating in the Professional Community

4e. Growing and Developing Professionally

4f. Showing Professionalism

In preparation for your meeting with an administrator, please be prepared to discuss the following areas and reflect on the questions below. When applicable, please email documents to the evaluator prior to the meeting.

4a. Reflection on Teaching (Planning, Engagement, Assessment)

1. Reflect on your planning process. Do you plan by chapter, unit, time frame, etc? Do you “backwards plan” (develop your assessment or assessment areas and then plan your lessons)? What resources do you use, predominantly, to inform your planning? Depending on the subject area, how much is your planning focused on content-based goals or skills-based goals?
2. How do you cultivate student engagement in your classroom? Please provide 2 to 3 examples of activities that you have used over the last semester that elicit this engagement.
3. Please provide copies of 2 to 3 (different types of) assessments that you have incorporated in this semester. Please do not use warm-ups or exit tickets as examples. Possible examples are in-class or take home quizzes and tests, projects, essays, online quizzes, or another form of assessing skills and/or content.

4b/c. Organization/Communication

1. Review your grade book. As provided in 4a, are there a variety of assignments, which include homework/classwork, assessments (of various types), and other graded student work? Do students’ grades in your classes accurately reflect their understanding of the material and their effort? Do you update your grades in a timely manner?
2. Review your Canvas pages. What is your intentionality of your class page? In addition to publishing your homework, do you publish class content, use it to collect assignments, use the discussion and quiz features, utilize apps that are integrative with Canvas?
3. How often have you communicated with families for students that might be struggling outside of scheduled progress report distribution and grade book updates? Was that communication helpful for the student?

4d/e/f. Professional Growth/Participation in Community

1. In what activities/initiatives outside the classroom have you been involved (clubs, athletics, performing/fine arts, service, retreats, etc.)? How have these experiences cultivated your connection with students? Have there been any activities or events that you have attended that have held special significance?
2. Have you participated in any professional development opportunities in the last several school years? Provide examples of collaboration with colleagues on planning or instructional strategies. Are there professional development opportunities that you wish to pursue?

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Name: _____ Date: _____

Department: _____ Class: _____

4a. Reflection on Teaching (Planning, Engagement, Assessment)

☐ 1. Review/discuss planning process

☐ 2. Examples of student engagement

☐ 3. Examples of student assessment

4b/c. Organization/Communication

☐ 1. Grade book includes:

☐ Homework ☐ Classwork ☐ Assessments (quizzes, tests, projects, etc)

☐ 2. Canvas page includes:

☐ Homework ☐ Class content ☐ Assignments (distributed/collected)

☐ Quizzes ☐ Apps ☐ Other

☐ 3. Student/Family communication discussed

4d/e/f. Professional Growth/Participation in Community

☐ 1. Community involvement:

☐ 2. Professional involvement:

Other comments/feedback: