

# AP 410 Appendix A - Professional Learning Matrix

## Summative Teacher Evaluation Report

**Teacher:**

**School Administrator:**

**School:**

**Observation:**

Date:	Grade / Subject(s):	Observer:

Name: Date: Subject:  
**Yellow** = seen in one observation **Green** = demonstrated a second time **Purple** = demonstrated a 3<sup>rd</sup> time

Skills	Competence	Proficiency	Excellence
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<p><b>Planning</b></p> <p><i>I can...</i></p>	<p><i>Demonstrate an understanding of the components of a curriculum.</i></p> <p><i>Create long-range plans (year) that are aligned to curriculum outcomes/indicators; appropriate to the level of the students and follow a specific scope and sequence. (N/A for LAT)</i></p> <p><i>Create unit plans that include all components of the <a href="#">LCSD Unit Planning Checklist</a></i></p> <p><i>Demonstrate a daily level of preparedness through a structure that ensures another teacher could use if required.</i></p> <p><i>Select, organize and use LCSD approved resources: i.e. ELA Resource Anchor, Google Drive, LCSD Way, etc)</i></p> <p><i>Illustrate how I have incorporated Catholic Faith in my plans.</i></p> <p><i>Illustrate the use of Treaty Education within your long-range and unit plans.</i></p> <p><i>Create unit plans that build in a method of pre-assessment to gauge students' readiness for the topic.</i></p> <p><i>Ensure pre-assessments are completed in a timely manner to enable changes to planning if required.</i></p>	<p><i>Discuss, at an appropriate level, subject matter related to my assignment with students, educators, parents.</i></p> <p><i>Collaborate with colleagues to focus on high quality teaching, data driven decision making and individual student success (including appropriate consultation with school division supports)</i></p> <p><i>Demonstrate the effectiveness for a continuous liaison with the LAT, classroom teachers and/or Instructional Supervisor to assist in implementing special programs and instruction for my students who require assistance.</i></p> <p><i>Research and identify different ways to meet learner needs including classroom adaptations.</i></p> <p><i>Explore, with increased frequency, permeation of Catholic faith in lessons.</i></p> <p><i>Communicate to students a clear plan for note taking, where student work should be, (expectations for titles, dates, location of text).</i></p>	<p><i>Use a variety of instructional models to accommodate my students' varied learning styles and to enhance real life learning opportunities.</i></p> <p><i>Using multiple print, non-print, and technology resources, to plan for differences in student learning needs, pace of learning, and range of experiences.</i></p> <p><i>Seek out current ideas, concepts, and resources to adapt, supplement, and enrich a program to meet individual student needs in my classroom.</i></p> <p><i>Adjust planning for differences, abilities, pace experiences and learning needs.</i></p> <p><i>Create opportunities for students to connect Catholic faith to their learning.</i></p> <p><i>Demonstrate a high knowledge of curricula by developing cross curricular units.</i></p> <p><i>Use student data to guide planning.</i></p> <p><i>Demonstrate the intentional plan and purposeful implementation of cross-curricular competencies (6 C's) throughout unit.</i></p>
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**Long Range Planning Checklist and Interview: Date Completed:**  
**Summative Comment:**

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<p><b>Instruction and Lesson Presentation</b></p> <p><i>I can...</i></p>	<p><i>Secure (providing a good motivational set) and maintain the attention of my students during instruction.</i></p> <p><i>Utilize learning targets in an ongoing manner, (including connection to assignments) and engage students in reflection.</i></p> <p><i>Provide students with sufficient guided and independent practice to learn new skills (gradual release of responsibility).</i></p> <p><i>Distribute questions equitably among students and demonstrate adequate wait time.</i></p> <p><i>Ask clear and concise questions that vary in levels of thinking and provide appropriate feedback to students' answers. Ensures open ended questions are asked at an appropriate ratio.</i></p> <p><i>Utilize instructional strategies that maximize student engagement.</i></p> <p><i>Adjust my instruction based on student engagement, motivation, and understanding.</i></p> <p><i>Review content of previous lessons and provide a rationale for my lesson that conveys its purpose.</i></p> <p><i>Applies Tier 1 RTI Universal Classroom-based interventions into classroom practice.</i></p>	<p><i>Identify errors made by students and provide appropriate, constructive feedback in a timely manner.</i></p> <p><i>Provide clear and purposeful assignments that allow students to develop a sense of deep learning of the concept.</i></p> <p><i>Utilize questioning techniques to effectively encourage critical thinking and facilitate students' participation.</i></p> <p><i>Summarize learning after major points and at the conclusion of the lesson (connect past, present and future learning).</i></p> <p><i>Present with smooth transitions and appropriate timing and pacing.</i></p> <p><i>Focus on vocabulary development within the lesson.</i></p> <p><i>Incorporates student-led learning opportunities.</i></p>	<p><i>Encourage and maintain appropriate levels of student focused, inclusive discussion and comments.</i></p> <p><i>Use a variety of teaching strategies to meet the varied needs of my students.</i></p> <p><i>Vary the level of questions to appropriately challenge the thinking of individual students.</i></p> <p><i>Respond to student questions and comments in a manner that promotes inquiry and learning for other students.</i></p> <p><i>Facilitate a learning environment in which students demonstrate learning in ways that best meet their individual needs and/or styles.</i></p> <p><i>Enhance real-life learning opportunities for students by utilizing outside resources.</i></p> <p><i>Integrate Catholic faith teachings into lessons in an authentic manner.</i></p> <p><i>Facilitate structures that encourage students to formulate many of the questions being asked in the class and allows their peers to be actively engaged in answering them.</i></p>

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1. Lesson Observation: Evidence:  
Date: Subject:  
Notes:

2. Lesson Observation: Evidence:  
Date: Subject:  
Notes:

3. Lesson Observation: Evidence:  
Date: Subject:  
Notes:

**Summative Comment:**

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<p><b>Classroom Organization and Management</b></p> <p><i>I can...</i></p>	<p><i>Be present in the classroom before the bell to create a welcoming environment, start promptly, and monitor established routines.</i></p> <p><i>Use Bell Work consistently.</i></p> <p><i>Keep my students focused on their assigned task.</i></p> <p><i>Effectively establish, reflect and practice classroom routines and procedures (including LAT and EAs for consistency in application).</i></p> <p><i>Interact with students showing dignity and respect, consistent with Catholic faith teaching.</i></p> <p><i>Deal with personal individual student situations privately.</i></p> <p><i>Create and maintain a positive learning environment.</i></p> <p><i>Involve administration and parent with behavioural concerns appropriately.</i></p> <p><i>Model care and respect for all school materials.</i></p> <p><i>Ensure a safe, organized physical learning environment.</i></p> <p><i>Move about the room to monitor independent and group work.</i></p> <p><i>Apply Tier 1 Behavior RTI interventions into classroom practice in order to proactively manage the classroom.</i></p> <p><i>Manage instructional time in a productive and efficient manner.</i></p>	<p><i>Maintain appropriate student behaviour in the classroom without interrupting instruction.</i></p> <p><i>Utilize proactive procedures to prepare and manage the use of technology.</i></p> <p><i>Handle behavior problems to limit or minimize emotional extremes.</i></p> <p><i>Maintain a record for all behavioral concerns and corrective actions taken in alignment to school practice.</i></p> <p><i>Display purposeful and timely student work in the classroom.</i></p> <p><i>Work collaboratively with administration to ensure placement and plans for students in Tier 2 and 3 are appropriate.</i></p> <p><i>Create structures to be in place for students to use each other for support.</i></p>	<p><i>Exhibit flexibility in situations requiring changes in instructional approaches to better meet the needs of students.</i></p> <p><i>Create an environment that enriches the instructional program and enhances student learning.</i></p> <p><i>Use a variety of reinforcement techniques to differentiate between my students' needs.</i></p> <p><i>Demonstrate consistent proactive management, clarify behavioral expectations, the safe and responsible use of technology and provide appropriate feedback.</i></p> <p><i>Create structures for students to take an active role in managing groups and transitions.</i></p>

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Summative Comment:

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<p><b>Assessment and Evaluation</b></p> <p><i>I can...</i></p>	<p><i>Locate and highlight current use of AP 360.</i></p> <p><i>Show the connection between the learner outcomes, appropriate instructional strategies and assessment practices.</i></p> <p><i>Assess and return student work promptly.</i></p> <p><i>Plan for an effective and equal distribution of summative data collection.</i></p> <p><i>Provide appropriate, meaningful and timely feedback to students.</i></p> <p><i>Use varied and sound evaluation methods.</i></p> <p><i>Demonstrate a system to maintain student achievement records and methodology for student reporting.</i></p> <p><i>Implement appropriate assessment rubrics.</i></p> <p><i>Assist my students in appraising their own work and set goals based on their findings.</i></p> <p><i>Use assessments and data to guide my instruction and planning.</i></p>	<p><i>Consistently show my students how to connect their learning targets to their level of understanding.</i></p> <p><i>Use common team, school and division assessment to guide instruction.</i></p> <p><i>Work collaboratively with administration to place and plan appropriately for students in RTI Tier 2 and 3.</i></p> <p><i>Implement relevant exemplars to model student expectations.</i></p> <p><i>Show students how to identify the learning targets they wish to review before a summative assessment.</i></p> <p><i>Build in strategies to allow students to track their learning.</i></p>	<p><i>Develop and implement common team, school and division assessment to help the learner identify his/her strengths and areas to improve.</i></p> <p><i>Demonstrate a system to share examples of individual student achievement with students, staff and parents.</i></p> <p><i>Consistently refine methods of evaluation that are varied, effective, and reflect individual student needs and choice.</i></p> <p><i>Implement a peer feedback model in my classroom that is effective.</i></p>

**Long Range Planning Checklist and Interview: Date Completed:**

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<p><b>Interpersonal Relations and Communication Skills</b></p> <p><i>I can...</i></p>	<p><i>Adhere to AP 360A- Key Communicators.</i></p> <p><i>Maintain positive relationship with students, colleagues, parents and administrators by demonstrating tact, self-control, respect and courtesy.</i></p> <p><i>Model effective and correct language when speaking and writing.</i></p> <p><i>Address students appropriately.</i></p> <p><i>Adhere to AP 149.</i></p> <p><i>Be accessible to students who need assistance, encouragement or advice.</i></p> <p><i>Maintain accurate records and respond to requests by meeting assigned tasks and deadlines.</i></p> <p><i>Respect the confidentiality between student, parent and teacher.</i></p> <p><i>Contribute to the collaborative culture of my learning team.</i></p>	<p><i>Be supportive in accepting responsibility for difficult or demanding assignments (Duty to Accommodate).</i></p> <p><i>Model web sharing and communication beyond email with students and colleagues.</i></p> <p><i>Offer feedback and accept different points of view.</i></p> <p><i>Listen carefully and respond constructively to students, staff members, and parents.</i></p> <p><i>Create and grow a personal Professional Learning Network.</i></p> <p><i>Engage with colleagues in ways that will enhance the group's learning and lead to enhanced practice.</i></p>	<p><i>Engage colleagues in the design and implementation of RTI Strategies.</i></p> <p><i>Participate in and model opportunities for peer observation.</i></p> <p><i>Be proactive in effectively managing potential conflict in and out of the classroom.</i></p> <p><i>Design and facilitate professional learning opportunities within the school and school division.</i></p>

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<p><b>Professionalism</b></p> <p><i>I can...</i></p>	<p><i>Assume responsibility for my professional learning and development, including attending all LCSD required sessions.</i></p> <p><i>Respond constructively to supervision: accept administrative direction, professional suggestions and advice.</i></p> <p><i>Serve as a productive member of my professional learning team.</i></p> <p><i>Practice appropriate grooming and professional dress habits.</i></p> <p><i>Comply with administrative timelines.</i></p> <p><i>Seek clarification of policies and procedures that I don't understand.</i></p> <p><i>Demonstrate enthusiasm in the performance of duties.</i></p> <p><i>Share in the responsibility of the non-instructional activities in my school.</i></p> <p><i>Represent the profession and school division in a positive manner outside the school as per the STF Code of Ethics.</i></p> <p><i>Handle confidential information in a discreet professional manner.</i></p> <p><i>Effectively navigate and manage local and cloud-based drives and data including Google Classroom, and email.</i></p> <p><i>Understand and implement LCSD Way practices.</i></p> <p><i>Assume reasonable responsibility for student behaviour and well-being both inside and outside of the classroom.</i></p> <p><i>Ensure best practices are implemented into my teaching.</i></p>	<p><i>Seek ways to improve in my ability to share the Catholic faith in the classroom.</i></p> <p><i>Evaluate personal teaching competencies objectively as a basis for continued professional learning.</i></p> <p><i>Demonstrate a desire to improve my professional competency through the use of an Instructional Supervisor.</i></p> <p><i>Implement professional learning in my practice.</i></p> <p><i>Collaborate with my learning team by listening to others, contributing and reflecting on best practices for students.</i></p> <p><i>Extend my professional learning community to include the larger web-based community (ie. Twitter).</i></p>	<p><i>Take an active role in ensuring growth of Catholic culture within the school setting.</i></p> <p><i>Contribute to current research and developments in teaching.</i></p> <p><i>Organize my online learning communities and social media for professional use.</i></p> <p><i>Connect personal professional learning to my students' needs.</i></p> <p><i>Consistently demonstrate care and concern for my colleagues' professional learning.</i></p> <p><i>Take steps to foster a growth mindset in students.</i></p> <p><i>Participate in the development and maintenance of school procedures as required.</i></p> <p><i>Engage colleagues in academic and/or behavioural RTI interventions.</i></p> <p><i>Engage in exploring best practices in teaching with an Instructional Supervisor and design an action plan.</i></p>

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## Summative Comment:

### Final Comments

### Comments for Reflection

Although a nice statement could be included, comments should be constructive.

### Signatures

\_\_\_\_\_

Teacher

\_\_\_\_\_

Date

\_\_\_\_\_

School-Based Administrator

\_\_\_\_\_

Date

\_\_\_\_\_

Superintendent of Learning

\_\_\_\_\_

Date

Note: The teacher's signature indicates that an opportunity has been provided to discuss the report; it does not necessarily indicate the teacher's agreement with the appraisal.