

# 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

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Skills	Competence	Proficiency	Excellence
<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 short and long-range plans 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>Present daily lessons that may include Ed Tech tools to address specific learning outcomes with sequential steps for their attainment.</i></p> <p><i>Select, organize and use LCSD approved resources: (i.e. ELA Resources Anchor, Ed Tech, Google Drive, Religion Compass, LCSD Way, etc.)</i></p> <p><i>Illustrate how I have incorporated Catholic Faith in my plans.</i></p> <p><i>Provide purposeful activities for students who complete assigned work.</i></p> <p><i>Provide purposeful assessments and evaluation related to outcomes/indicators and instructional strategies.</i></p>	<p><i>Discuss, at an appropriate level, subject matter related to my assignment with students, educators, and 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 coach 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>Create interactive lessons/units using Ed Tech tools.</i></p> <p><i>Explore, with increased frequency, permeation of Catholic faith in lessons.</i></p>	<p><i>Use a variety of instructional models (lecture, concept attainment, role playing, guided discovery, direct instruction, participate in a community or global connection using Ed Tech tools, etc.) to accommodate my students' varied learning styles and to enhance real life learning opportunities.</i></p> <p><i>Use 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 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 learners to use Ed Tech tools to enhance their learning.</i></p> <p><i>Create opportunities for students to connect Catholic faith to their learning.</i></p>

**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>Connect learning targets to assignments.</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.</i></p> <p><i>Ask clear and concise questions and respond appropriately to students' answers.</i></p> <p><i>Use adequate wait-time.</i></p> <p><i>Adjust my instruction based on student engagement, motivation, and understanding.</i></p> <p><i>Create the structures and environment that allows students to connect their learning targets to instruction.</i></p> <p><i>Review content of previous lessons and provide a rationale for my lesson that conveys its purpose.</i></p>	<p><i>Identify errors made by students and provide appropriate, constructive feedback.</i></p> <p><i>Utilize learning targets in an ongoing manner and engage students in reflection.</i></p> <p><i>Provide clear and purposeful assignments that incorporate the student use and teacher modeling of technology.</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>Integrate Catholic faith teachings into lessons in an authentic manner.</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 and technologies to meet the varied needs of my students.</i></p> <p><i>Use Ed Tech to increase understanding of learning targets.</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 students in the construction of their individual learning needs using Ed Tech tools.</i></p> <p><i>Provide clear and purposeful assignments that incorporate a variety of strategies to engage my students.</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 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, practice and reflect upon classroom routines and procedures (including LAT and EAs for consistency in application).</i></p> <p><i>Interact with students in a way that shows 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 and technology.</i></p> <p><i>Ensure a safe 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.</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 behaviour problems to limit or minimize emotional extremes.</i></p> <p><i>Maintain a record for all behavioural concerns and corrective actions taken in alignment with school practice.</i></p> <p><i>Display purposeful and timely student work in the classroom.</i></p> <p><i>Work collaboratively with administration to place and plan appropriately for students in Tier 2 and 3.</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 for my students' needs.</i></p> <p><i>Demonstrate consistent proactive management, clarify behavioural expectations, the safe and responsible use of technology and provide appropriate feedback.</i></p>

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**1. Lesson Observation: Evidence:**

**Date:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Notes:**

**2. Lesson Observation: Evidence:**

**Date:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Notes:**

**Date:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Notes:**

**3. Lesson Observation: Evidence:**

**Date:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

**Notes:**

**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>Applies Tier 1 RTI Universal Classroom-based interventions into classroom practice.</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>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>Use formative assessments that integrate the student use of Ed Tech tools.</i></p>

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

**Summative Comment:**

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

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## Final Comments

## Comments for Reflection

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

## Signatures

\_\_\_\_\_

Teacher

\_\_\_\_\_

Date

\_\_\_\_\_

School-Based Administrator

\_\_\_\_\_

Date

\_\_\_\_\_

Deputy Director of Learning

\_\_\_\_\_

Date

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