

**CERTIFICATED STAFF EVALUATION**  
***QUALITY INDICATORS***

**1. TEACHING – LEARNING ENVIRONMENT**

- A. Develops and maintains clear and factual daily lesson plans integrated with instructional goals, academics, CTE standards, and organized learning activities, making full use of class time.**

***Quality Indicators***

1. Demonstrates the ability to organize and present instruction in a manner that will promote optimal learning opportunities.
2. Clearly states the lesson objective for each activity.
3. Plans and adapts successive lessons and activities based on a variety of learning modalities and the ongoing success of student performance.
4. Assures an appropriate learning climate through proper teaching techniques and through the redirection of instructional errors.
5. Bases the instructional plan on observation and assessment data.
6. Presents a variety of materials and activities that challenges and stimulates students and provides frequent feedback of successes.
7. Uses a system of planned instructional progressions, which ranges from demonstration to independent practice, with authentic assessment.
8. Assesses student performance in relation to posted or printed examples of expected outcomes.
9. Provides challenges within a range of activities that serve to stimulate and motivate students.

- B. Develops and implements lesson plans that provide instruction to high school and/or adult students to prepare them for entry-level employment or post-secondary opportunities.**

***Quality Indicators***

1. Demonstrates the ability to recognize individual differences in establishing goals that are commensurate with student potential.
2. Ensures that course expectations are clearly communicated and evaluated.
3. Provides consistent feedback and monitoring of student work.
4. Demonstrates the ability to correlate classroom instruction with paid, on-the-job experiences.

- C. Provides supervised work-site learning, and follows Title V Regulations, regarding work-site learning, if applicable.**

***Quality Indicators***

1. Ensures that students, while in the classroom, are always under the supervision of an ROP employee or school employee.
2. Regularly visits community worksites and interacts with students and employers.
3. Communicates with worksite Supervisors regarding student work schedules; assures that students are adequately supervised while working offsite.

- D. Develops and maintains a current course syllabus that includes clear and fair grading and assessment procedures based on industry, and aligned to CTE and academic standards. A current copy must be contained in the Accreditation/Compliance binder that resides in the instructional classroom.**

***Quality Indicators***

1. Identifies how competencies will be taught through concurrent classroom instruction and on-the-job training experiences.
2. Presents lessons using a wide variety of instructional materials and activities to increase interest in repetitious concepts needing to be learned.
3. Creates an environment where students can experience a feeling of success, thereby raising the level of students' self-esteem.
4. Provides students with opportunities to achieve success through a variety of experiences, activities, and interactions.

- E. Assesses student achievement of CTE and academic standards, using the Course and Individualized Training Plans (ITP), at the conclusion of every semester. A current copy must be contained in the Accreditation/Compliance binder that resides in the instructional classroom.**

***Quality Indicators***

1. Demonstrates the ability to select appropriate sequentially organized learning activities based on student's age, ability and need.
2. Demonstrates expertise in the course curriculum.
3. Demonstrates an ability to organize and present an instructional program that uses specific knowledge gained through training and experience with students.
4. Teaches and reinforces academic and industry standards.
5. Obtains Supervisor's approval, consistent with ROP procedures, as it relates to purchasing, reimbursements, field trip requests, and requests for in-service.
6. Informs Supervisor of changes in activities that were initially approved by the Supervisor.

- F. Maintains student files for CVE/CC classes in compliance with Title V and organizational policies and procedures (also called In-Kind Hours).**

***Quality Indicators***

1. Demonstrates organizational and follow-through skills.
2. Demonstrates punctuality with assignments.
3. Performs assessments and completes attendance and other reports within set timelines.
4. Follows through on assignments and/or requests made by Supervisor.

- G. Provides instruction that is relevant to current and future work specifications and job opportunities within the industry sector.**

***Quality Indicators***

1. Assesses student performance in relation to posted or printed examples of expected outcomes.
2. Provides challenges within a range of activities that serve to stimulate and motivate students.
3. Emphasizes concrete experiences and contextual learning.

**H. Teaches competencies according to the CDE approved course outline and California CTE standards.**

***Quality Indicators***

1. Plans and adapts successive lessons and activities based on a variety of learning modalities and the ongoing success of student performance.
2. Ensures that related classroom instruction is concurrent and based on skills, knowledge, and attitudes in the occupation for which training is conducted.

**I. Aligns instruction to facilitate articulation to post-secondary institutions.**

***Quality Indicators***

1. Demonstrates the ability to alter activities to meet the demands of new situations or assignments.
2. Collaborates in the change process to facilitate a smooth transition to new situations.
3. Sends notices in a timely fashion.
4. Arrives on time to scheduled meetings.
5. Returns calls and e-mails promptly.

**J. Utilizes professional teaching strategies and SDAIE strategies which provide students with opportunities to achieve success.**

***Quality Indicators***

1. Demonstrates the ability to organize and present instruction in a manner that will promote optimal learning opportunities for all students, including Special Education and English Language Learners.
2. Bases the instructional plan on observation and assessment data.
3. Ensures that the data collected on students, documents the process of learning and growth; tracks progress toward achievement of instructional objectives.
4. Presents a variety of materials and activities that challenges and stimulates students and provides frequent feedback of successes.
5. Emphasizes concrete experiences and contextual learning.
6. Uses a system of planned instructional progressions, which ranges from demonstration to independent practice, with authentic assessment.

**K. Provides student supervision, classroom control and discipline; maintains a clean and safe environment.**

***Quality Indicators***

1. Demonstrates the ability to use positive, firm, fair, consistent, and appropriate behavior management.
2. Provides supervision for students at all times.
3. Provides methods of classroom behavior management techniques that are appropriate, effective, consistently enforced, and clearly defined.
4. Clearly establishes routines for the classroom.
5. Ensures that the physical room environment facilitates learning.
6. Ensures expectations for student behavior are clearly communicated to students, parents, staff, and administrators.

7. Ensures that relationships with students are based on mutual respect and cooperation.
8. Controls classroom noise so that instructional activities can be conducted and distractions are kept at a minimum.
9. Refrains from emotional overreactions to misbehavior.
10. Protects and maintains classroom, furnishings, material and supplies, for their maximum life span.
11. Demonstrates an ability to be assertive with misbehavior.
12. Practices student control and restraint procedures in accordance with applicable ROP and district/school policies.
13. Provides consistent, positive reinforcement of appropriate behavior.
14. Maintains a safe environment appropriate to student levels of functioning and needs; follows established emergency procedures.
15. Ensures that emergency fire and earthquake procedures are posted, periodically discussed, and practiced with students.
16. Ensures that materials are not overhead on cabinets, and that cabinets, when possible, are anchored to walls.
17. Ensures that needed building repairs, safety hazards, and phone and intercom system failures are appropriately reported for repair.
18. Has rapport with students and establishes relationships with students based on mutual respect and cooperation.
19. Provides an organized and attractive environment conducive to learning.
20. Provides an environment where all students are actively involved in the ongoing curriculum.

**L. Maintains an updated substitute folder that includes clear and factual substitute lesson plans, emergency procedures, list of key personnel with phone numbers, lesson plans, bell schedule, dismissal information, class lists for attendance purposes, and other pertinent information for student learning.**

***Quality Indicators***

1. Requests substitutes in a timely fashion consistent with established ROP procedures.
2. Demonstrates the ability to provide lessons for substitute instructor which organizes instructional activities to maximize time on task.
3. Provides a substitute lesson plan with pertinent information as to instructional activities, materials, telephone numbers and emergency information.
4. Provides Supervisor with representative copies of substitute lesson plans which are current and available when absent.

**M. Provides clearly displayed Objective(s) and Agenda daily.**

***Quality Indicators***

1. Demonstrates the ability to organize and present lessons so that students are aware of specific requirements; displays samples of students' work.
2. Provides smooth transitions between lessons and specific/timely feedback.
3. Uses time effectively in preparing lessons, organizing materials and grading papers, prior to each instructional day.
4. Ensures that the classroom space is arranged so that it facilitates individual and group instruction, with student work areas arranged to reduce interfering behaviors and distractions.

5. Organizes instructional activities to maximize time on task.

## **2. ADMINISTRATION OF DUTIES**

### **A. Attends Industry Sector meetings and participates in planning and implementation of course sequencing for each discipline taught.**

#### ***Quality Indicators***

1. Willingly shares ideas, methods and materials.
2. Willingly participates in joint duties and adheres to schedule of meetings.
3. Works collaboratively; shows camaraderie in team, peer, and support staff relationships.
4. Assists in developing a cooperative work environment; focuses on positive rather than negative factors.

### **B. Maintains and updates the Accreditation/Compliance binder, annually, with the required information, including (but not limited to) lesson plans, student work samples, local labor market survey, CTE training plan, current course outline, and Advisory Committee Meeting Minutes.**

#### ***Quality Indicators***

1. Maintains appropriate records of parent and outside agency contacts.
2. Maintains ongoing records of student progress, including completion of CC/CVE ITPs, when applicable.
3. Maintains Weekly Attendance Records (WARS) and school attendance registers; submits reports on time that are legible and accurate; records pupil progress and parent contacts; and provides updated Accreditation/Compliance binders.
4. Completes all reports correctly and punctually, including, but not limited to, attendance, cumulative records, grade reports, updated Accreditation/Compliance binders, requests for field trips, purchase orders and survey responses.
5. Reports objective and accurate observations and conclusions of student performance resulting from tests, observations and class work.
6. Develops and maintains daily and/or weekly lesson plans.
7. Documents reportable events relating to student health and safety.
8. Maintains records of course approval, Advisory meetings, and industry standards.

### **C. Attends staff development meetings, other meetings and trainings, as required.**

#### ***Quality Indicators***

1. Works as a team member with other teachers and support staff.
2. Demonstrates sensitivity and clarity when communicating with co-workers.
3. Reinforces a positive working relationship by demonstrating a sensitivity and positive attitude toward the needs of others.
4. Maintains communication with school counseling offices.
5. Attempts to improve skills through the implementation of suggestions and/or staff development and professional growth activities.
6. Investigates new instructional material, strategies, or in-service trainings.
7. Demonstrates a general openness toward suggestions and/or directions in areas related to teaching assignments.

8. Is motivated to acquire additional training in instructional areas where deficits or gaps appear, so that students are provided a comprehensive instructional program.

**D. Attends job fairs and other student recruitment opportunities, as required.**

***Quality Indicators***

1. Strives to participate in school activities (i.e., Open House, Back to School).
2. Serves as a resource for the school, staff and community.
3. Provides positive communication so that the parent(s) perceive the instructor and ROP as a support to them and their student.
4. Is receptive to working with parents in order to solve student learning and discipline problems.
5. Strives to be available before school, during the day, or after school, in order to consult with parents.
6. Develops reports to student and parents that communicate student growth in knowledge, skill and attitude, as needed.

**E. Organizes, coordinates, and uses a program Advisory Committee to maintain curricular currency.**

***Quality Indicators***

1. Coordinates Advisory Committee by stipulated timelines.
2. Willingly shares ideas, methods and materials.
3. Willingly participates in joint duties and adheres to schedule of meetings.
4. Takes direction from the Supervisor in a positive manner.

**F. Maintains and updates Employer Verification Forms annually, as required.**

***Quality Indicators***

1. Demonstrates organizational and follow-through skills.
2. Demonstrates punctuality with required documents.
3. Follows through on requests made by Supervisor.

**G. Provides appropriate Advisors on time, as required, usually three (3). Holds and attends a minimum of two (2) Advisory Meetings annually.**

***Quality Indicators***

1. Takes direction from the Supervisor in a positive manner.
2. Places prime importance on the needs of students, rather than on personal preferences or convenience.

**H. Develops, maintains, and nurtures partnerships for CC/CVE opportunities.**

***Quality Indicators***

1. Strives to keep abreast of current trends in education and in the career-technical assignment area.
2. Participates in non-required professional growth opportunities.
3. Attends all required meetings (e.g., Advisory Committee, Staff In-Service).

**I. Submits and completes accurate attendance and grades by the deadlines set by the Attendance Office.**

***Quality Indicators***

1. Maintains Weekly Attendance Records (WARS) and school attendance registers; submits reports on time that are legible and accurate; records pupil progress and parent contacts; and provides updated Accreditation/Compliance binders.
2. Completes all reports correctly and punctually, including, but not limited to, Accreditation/Compliance binders, attendance, cumulative records, grade reports, updated requests for field trips, purchase orders and survey responses.

**J. Submits CDE 101 E-2 Perkins reports—student follow-up on Grade 12 and Adult completers, as required by the deadlines set: December.**

***Quality Indicators***

1. Demonstrates punctuality with required documents and reports.
2. Follows through on requests made by Supervisor.

**K. Submits Completers benchmark of 60% for Adults who attain a certificate at the class completion, if applicable.**

***Quality Indicators***

1. Demonstrates punctuality with required documents and reports.
2. Follows through on requests made by Supervisor.

**L. Submits Employment Placement Verification benchmark of 70%, if applicable.**

***Quality Indicators***

1. Demonstrates punctuality with required documents and reports.
2. Follows through on requests made by Supervisor.

**M. Submits Licensure Exam rate of 70%, if applicable.**

***Quality Indicators***

1. Demonstrates punctuality with required documents and reports.
2. Follows through on requests made by Supervisor.

**N. Completes and submits required reports (e.g. SAPs, student evaluations, student follow-up data, labor market surveys, etc.), by requested deadlines.**

***Quality Indicators***

1. Demonstrates punctuality with required documents and reports.
2. Informs parents of school progress; offers appropriate support and assistance through conferences, written communication and telephone calls.
3. Follows through on requests made by Supervisor.

**O. Checks ROP email daily and responds to work emails within 24 hours.**

***Quality Indicators***

1. Returns calls and e-mails promptly.
2. Follows through on requests made by Supervisor

**P. Adheres to ESGVROP/TC Policies and Procedures**

***Quality Indicators***

1. Is familiar and follows appropriate laws and ROP/school district policies, regulations and procedures, as they relate to instructor, classroom and school operations.
2. Has a basic knowledge of laws concerning students' rights and discipline.
3. Follows administrative directives.
4. Acts in accordance with policies, procedures and laws governing the ROP and school site.
5. Demonstrates the ability to take direction in a positive manner and acts upon it to show improvement.
6. Demonstrates the ability to present a professional appearance in meeting the responsibilities of the assignment.

**Q. Maintains accurate monthly inventory and ensures no equipment is lost, stolen, or misplaced.**

***Quality Indicators***

1. Maintains a log of equipment and report any equipment is lost, stolen or misplaced.
2. Secures equipment daily before leaving the classroom.
3. Keeps Supervisor informed about school and/or class-related matters.
4. Informs the Supervisor and campus administration of foreseeable problems.

**R. Markets class to local communities and high schools on a quarterly basis.**

***Quality Indicators***

1. Strives to keep abreast of current trends in education and in the career-technical assignment area.
2. Participates in non-required professional growth opportunities.
3. Attends all required meetings (e.g., Advisory Committee, Staff In-Service).
4. Actively participates in Staff In-Service meetings and programs.

**S. Maintains student enrollment at twenty-plus (20+) students per class.**

***Quality Indicators***

1. Demonstrates the ability to be flexible in an effort to reach a consensus, when dealing with students and families.
2. Recognizes the importance of being a role model to students.
3. Report multiple absences to counseling staff.