

**East San Gabriel Valley Regional Occupational Program and Technical Center**

**INSTRUCTOR PERFORMANCE EVALUATION REPORT**

Instructor:Click here to enter text. Evaluator: Click here to enter text.

Date of Evaluation: Click here to enter text. Evaluation Period:Click here to enter a date.to Click here to enter a date.

 Mo/Yr Mo/Yr

Course: Click here to enter text.

 *INSTRUCTIONS: This document provides descriptions of activities, which relate to ESGVROP/TC’s philosophy of effective instruction. Understanding that there are various acceptable methods and techniques of sound education, this is to be used as a guide sheet to aid the evaluator in observing and evaluating the instructor’s performance, objectively and fairly. Provide your evaluation as to how this employee has performed relative to each factor listed; concentrate on one factor at a time and circle the appropriate rating; and use the comments to provide a brief explanation. Ratings below a three (3), require that the Performance Assistance Plan is attached.*

**Rating Scale: 1 – Unsatisfactory; 2 – Needs Improvement; 3 – Satisfactory; 4 – Strong; 5 – Outstanding; N/A - Not Applicable**

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| **EVALUATION AREA** | **RATING** | **COMMENTS** |
| **TEACHING – LEARNING ENVIRONMENT** |  |  |
| 1. 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. Provides/displays daily learning objectives to students.
 | 3 - Satisfactory |  |
| 1. Teaches relevant competencies according to the CDE approved course outline and California CTE standards preparing students for industry certification, entry-level employment and/or post-secondary opportunities.
 | 3 - Satisfactory |  |
| 1. 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.
 | 3 - Satisfactory |  |
| 1. Incorporates student leadership and critical thinking lessons and activities into the classroom on a regular basis.
 | 3 - Satisfactory |  |
| 1. Utilizes up-to-date instructional technology in the classroom.
 | 3 - Satisfactory |  |
| 1. Aligns instruction to facilitate articulation to post-secondary institutions.
 | 3 - Satisfactory |  |
| 1. Utilizes effective classroom management techniques and student supervision
 | 3 - Satisfactory |  |
| 1. Maintains a clean and safe learning environment.
 | 3 - Satisfactory |  |
| 1. Utilizes effective and various teaching strategies to provide all students with opportunities to achieve success.
 | 3 - Satisfactory |  |
| 1. Assesses student achievement of CTE and academic standards utilizing the Course and Individualized Training Plans (ITP).
 | 3 - Satisfactory |  |
| 1. Provides supervised work based learning opportunities in compliance with Title V Regulations
 | 3 - Satisfactory |  |
| 1. Maintains student files and attendance for CVE/CC classes in compliance with Title V and organizational policies and procedures.
 | 3 - Satisfactory |  |
| 1. Maintains an updated substitute folder that includes clear and factual substitute lesson plans, emergency procedures, listing of key personnel with phone numbers, bell schedule, dismissal information, class lists for attendance purposes, and other pertinent information to ensure continued student learning during absences.
 | 3 - Satisfactory |  |

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| **ADMINISTRATION OF DUTIES** | **RATING** | **COMMENTS** |
| 1. Accurately completes and submits attendance and grades by the required deadlines.
 | 3 - Satisfactory |  |
| 1. Accurately completes and submits all ROP required student and programmatic data by required deadlines (e.g. student follow-up data, SAP reports, labor market surveys, workplace readiness tools, etc.)
 | 3 - Satisfactory |  |
| 1. Organizes and attends Business Advisory Committee meetings annually (secondary) or semiannually (post-secondary) with minimum of three (3) advisors in attendance to review/update curriculum.
 | 3 - Satisfactory |  |
| 1. Develops, maintains, and nurtures business partnerships for student work-based learning opportunities (CC/CVE/Job Shadowing).
 | 3 - Satisfactory |  |
| 1. Attends Department/Industry Sector meetings and participates in planning and implementation of course sequencing within Career Pathway.
 | 3 - Satisfactory |  |
| 1. Maintains files with current syllabus, lesson plans, student assessments and work samples, local labor market survey, current course outline, and Advisory Committee Meeting Minutes.
 | 3 - Satisfactory |  |
| 1. Attends staff development, job fairs, recruitment events, and other required meetings and trainings.
 | 3 - Satisfactory |  |
| 1. Responds to phone and email communication in a timely and professional manner.
 | 3 - Satisfactory |  |
| 1. Adheres to ESGVROP/TC policies and procedures.
 | 3 - Satisfactory |  |
| 1. Maintains accurate inventory and reports lost, misplaced, or stolen items immediately.
 | 3 - Satisfactory |  |
| 1. Actively promotes programs and recruits students utilizing various outreach strategies (e.g. Open House, Back-to-School Night, Social Media, High School Presentations, Job Fairs) to maintain sufficient student enrollment.
 | 3 - Satisfactory |  |
| 1. Ensures grant outcomes (if applicable) are met by the required deadlines.
 | 3 - Satisfactory |  |
| **POST-SECONDARY ONLY:** | **RATING** | **COMMENTS** |
| 1. Student attrition rate of 60% or higher.
 | 3 - Satisfactory |  |
| 1. 95% of students take an industry-specific certification exam (if applicable).
 | 3 - Satisfactory |  |
| 1. Student licensure exam (e.g. MAERB, ASHP, NREMT) pass rate 70% or higher.
 | 3 - Satisfactory |  |
| 1. Student Job Placement Rate 70% or higher.
 | 3 - Satisfactory |  |

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| Additional Comments: (Attach Performance Assistance Plan for Ratings less than 3) |
| Instructor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (My signature indicates that I have discussed this evaluation with my Supervisor and have received a copy) |
| Evaluator’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature of Reviewing Administrator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date Received for filing in the Human Resources Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |