**Sunshine Bible Academy**

**Teacher Observation/Conference Form**

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| Teacher’s Name: Grade/Subject:  |
| Date(s) of Observation(s):  Evaluator:  |
| Ratings: N/O – Not Observed N – Needs Improvement S – Satisfactory E - Excellent |
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| 1. **PLANNING AND ASSESSMENT**
 | **N/O** | **N** | **S** | **E** |
| A1. Designs coherent instruction based upon knowledge of subject matter, students, community and curriculum goals. |  |  |  |  |
| A2. Plans instruction to achieve desired objectives that reflect the curriculum guidelines and biblical worldview. |  |  |  |  |
| A3. Diagnoses individual, group, and program needs and selects appropriate materials and resources to match the abilities and needs of all students. |  |  |  |  |
| A4. Uses a variety of assessment strategies and instruments to make both short-term and long-term instructional decisions in order to maximize student learning. |  |  |  |  |
| A5. Identifies and communicates specific student performance expectations and documents student learning gains using appropriate assessment measurements. |  |  |  |  |
| A6. Lesson taught is consistent with prepared lesson plan. |  |  |  |  |
| A7. Makes appropriate use of homework; ensures that students understand purpose and value of homework assignments; consistently checks homework. |  |  |  |  |
| **Evaluator comments:** |
| 1. **INSTRUCTION**
 | **N/O** | **N** | **S** | **E** |
| B1. Understands the central concepts, tools of inquiry, and structures of the discipline he or she teaches and creates learning atmosphere/experiences that make the subject matter meaningful for all students. |  |  |  |  |
| B2. Understands that students differ in their approach to learning and is able to present material using a variety of teaching methods and instructional strategies to maximize the active engagement of students and improve learning. |  |  |  |  |
| B3. Utilizes materials, technology and resources that promote the development of critical thinking, problem solving, ethical thinking, and a biblical worldview. |  |  |  |  |
| B4. Teaches with appropriate enthusiasm; appropriate voice control and volume; appropriate movement; appropriate use of illustrations, demonstrations, visuals and handouts. |  |  |  |  |
| B5. Begins class promptly and makes appropriate use of humor, graphics, quizzes, visuals, announcements, etc. to gain student attention. |  |  |  |  |
| B6. Clearly communicates the objective(s) of the lesson to students. |  |  |  |  |
| B7. Establishes the importance of the lesson material by showing/telling why the material is important for immediate and/or long-term use. |  |  |  |  |
| B8. Checks student readiness for new material through review and effectively relates new information to students’ prior knowledge and experiences. |  |  |  |  |
| B9. Presents concrete material before abstract, and moves from simple to complex material. |  |  |  |  |
| B10. Appropriately checks for student understanding at periodic intervals through questioning and/or guided practice. |  |  |  |  |
| B11. Clearly and appropriately combines biblical integration with academic content; refers openly to applicable biblical principles; provides opportunities for students to develop connections between biblical truth and subject matter. |  |  |  |  |
| **Evaluator comments:** |

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| 1. **SAFETY and LEARNING ENVIRONMENT**
 | **N/O** | **N** | **S** | **E** |
| C1. Actively enforces and implements established discipline policies in order to foster a safe, positive and consistent environment for students and staff. |  |  |  |  |
| C2. Is aware of all students in the classroom and intercepts inappropriate, distracting or disruptive behavior at the earliest possible stage. |  |  |  |  |
| C3. Plans and manages classroom procedures to maximize academic learning time. |  |  |  |  |
| C4. Establishes and maintains rapport with students. |  |  |  |  |
| C5. Creates a supportive learning environment for all students that encourages appropriate social interaction, active engagement in learning, and self-motivation; invites student interaction and response. |  |  |  |  |
| C6. Provides reasonable opportunity for student questions, and answers questions appropriately; provides positive verbal feedback as appropriate; has active participation among students. |  |  |  |  |
| C7. Maintains attention of students and redirects students as necessary, effectively using various methods (physical proximity, verbal correction, direct questioning, etc.) |  |  |  |  |
| C8. Makes effective use of questions; limits factual response questions in favor of questions requiring higher order thinking; allows time for students to think of a response before calling for, or providing, answers to questions. |  |  |  |  |
| C9. Uses various assessment techniques and activities, thereby allowing students to show learning in various ways. |  |  |  |  |
| C10. Classroom is clean and neat; room arrangement maximizes effectiveness; lighting is adequate and temperature is appropriate. |  |  |  |  |
| C11. Displays, bulletin boards and other wall postings are eye-catching but not distracting; timely and relevant to the material being covered; and encourage students to be aware of biblical truth in subject area(s). |  |  |  |  |
| **Evaluator comments:** |
| 1. **COMMUNICATION and COMMUNITY RELATIONS**
 | **N/O** | **N** | **S** | **E** |
| D1. Utilizes effective verbal, nonverbal and media communication techniques to foster positive interactions in the classroom. |  |  |  |  |
| D2. Builds partnerships with families in order to promote student learning. |  |  |  |  |
| D3. Works collaboratively with staff, families and community members to support the success of the school. |  |  |  |  |
| D4. Prepares for and actively participates in formal conferences relating to student welfare and performance. |  |  |  |  |
| D5. Returns student work in a timely manner. |  |  |  |  |
| D6. Maintains online grade book promptly and accurately. |  |  |  |  |
| D7. Promotes a positive attitude toward the school among colleagues, parents and the community; avoids rumor, gossip and the undermining of authority. |  |  |  |  |
| D8. Models Spirit-filled conduct in interaction with students, peers, parents and community. |  |  |  |  |
| **Evaluator comments:** |

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| 1. **PROFESSIONALISM**
 | **N/O** | **N** | **S** | **E** |
| E1. Models professional, moral and ethical standards as well as personal integrity in all interactions. |  |  |  |  |
| E2. Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning. |  |  |  |  |
| E3. Works in a collegial and collaborative manner with peers, administrators and the community in order to promote and support student learning. |  |  |  |  |
| E4. Dresses in a professional manner in keeping with the standards and expectations established by the school. |  |  |  |  |
| E5. Adheres to leave policies and maintains a positive attendance pattern. |  |  |  |  |
| E6. Accepts assigned school responsibilities—duties, timely submission of reports/grades, etc. |  |  |  |  |
| E7. Supports the mission, vision, purpose, policies and decisions of the school board and administration. |  |  |  |  |
| **Evaluator comments:** |
| **Evaluator Summary:** |
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| **Teacher Comments:** |
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**Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Signature verifies that follow-up conference was held and does not necessarily imply agreement.)*