

**Southeastern California Conference of Seventh-day Adventists
Office of Education**

Summative Teacher Evaluation Form—Standards/Elements

General Directions:

1. This form is to be completed by the responsible administrator as assigned.
2. Complete the form for each teacher for whom an evaluation report is required during this academic year.
3. Complete this form in conjunction with a conference with the teacher.
4. The administrator and the teacher must sign the form.
5. The teacher must be provided the opportunity to prepare his or her own statement to attach to this report.

Directions for Completing Boxes 1-5:

6. The written summative statements are to reference the events, issues, documents, etc., that pertain to the performance standard indicated. Do not reference events or issues not previously a part of your communication with that teacher. Be sure that all statements can be supported by evidence from the teacher's file. Use as much space as needed; as this electronic form is expandable (see direction #9).

Directions for Completing Box 6:

7. Provide a brief summary statement of the teacher's major strengths and areas of concern.

Directions for Completing Box 7:

8. Refer to the teacher's professional development plan and summarize the teacher's progress toward the attainment of those goals. You may wish to attach a copy of the teacher's "Professional Development Plan" or a locally developed form.

Directions for Entering Data:

9. Type the teacher's name and evaluation data directly onto this electronic form. The form has been designed to expand as needed as you enter the data.
10. Once all the data has been entered, print a hard copy for signatures.
11. Submit the hard copy with signatures to the Superintendent of Education.