

Employee Evaluation Form Information

Employee Information

Name _____ Department _____

Circle _____ Review Date _____

Worked from _____ To _____

Assign School

GGPS i _____ ii _____ iii _____

iv _____ v _____ vi _____

vii _____ viii _____ ix _____

x _____ xi _____ xii _____

xiii _____ xiv _____ xv _____

xvi _____ xvii _____

JOB DESCRIPTION

1. Class Room Observation

- i. +She discuss pre & Post Observation with teacher
- ii. She observe lesson of teacher
- iii. She collect data and record deficiencies

1	2	3	4	5
SD	D	SA	A	

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2. Feedback & Support

- i. She share feed back with teacher along with Previous feedback
- ii. She quid and facilitate head teacher to developed action plane to over come deficiencies
- iii. She facilitate teacher in preparing effective lessonplane
- iv. She provide support to teachers for improvement of learning environment and for promotion of will being of students

1	2	3	4	5
SD	D	SA	A	

3. Overall Academic

- i. She worked with head teachers for achievement of Goods
- ii. She ensure activity based teaching learning process
- iii. She ensure teachers to follow scheme of studies & academic calendar
- iv. She ensure best students attendance and community Participation
- v. She support teachers to organic co curricular activities
- vi. She coordinator and support annual targets on school activity indicators

1	2	3	4	5
SD	D	SA	A	

4. Assessment

- i. She Facilitate teachers in promotion continuous assessment system in School
- ii. She support teachers to develop SLO based test items
- iii. She conduct random assessments of students and keep record
- iv. She submit online assessment report through DEOs

1	2	3	4	5
SD	D	SA	A	

5. TEACHERS PROFESSIONAL DEVELOPMENT

- i. Act as a master trainer for PST training
- ii. Mentain proper record of professional development activities
- iii. She prepare list of teachers for in service training
- iv. She acquire and distribute teaching material and textbooks to primary school

1	2	3	4	5
SD	D	SA	A	

6. REPORTING

- i. She follow up of implementation of training activities at school level
- ii. She have an over sign on quality of teching learning activities of school

1	2	3	4	5
SD	D	SA	A	

- iii. She report the area of improvement in already development tools to DCTE K.P

7. KEY KNOWLEDGE /SKILLS

- i. She proficient in it skills
- ii. She knows various teaching method and stratagies of different subject
- iii. She possess basic knowledge of curriculum & classroom management
- iv. She possess basic knowledge of child psychology

1	2	3	4	5
SD	D	SA	A	

8. EMPLOYEE POTENCIAL

- i. How would you quality the employee potential

1	2	3	4	5
SD	D	SA	A	

9. SENSE OF RESPONSIBILITIES

- i. Listened carefully to instructions
- ii. Followed instruction fully
- iii. Willingness to accept supervision

1	2	3	4	5
SD	D	SA	A	

2. Feedback & Support

- i. She share feed back with teacher along with Previous feedback

1	2	3	4	5
SD	D	SA	A	

Performance metrics			
Areas of excellence	Suggested areas of improvement	Goals achieved	Future expectations