

**Craig City School District
PACE Contact Teacher Observation Form**

It is the belief of the Craig City School District that evaluation can be an effective tool to improvement of performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

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Educator Name:

Position:

Evaluator Name:

Date:

Evaluation Format: Elements within domains one through four will be counted individually to determine the number of elements rated **exemplary, proficient, basic, and unsatisfactory.**

<p>An educators overall rating will be based on the following methodology:</p> <p>Exemplary: A teacher should receive an overall rating of exemplary if the teacher has received exemplary ratings in at least half of the elements, with the remaining elements rated no lower than proficient.</p> <p>Proficient: A teacher should receive an overall rating of proficient if the teacher received no more than one element rated basic, with the remaining elements rated proficient or exemplary.</p> <p>Basic: A teacher should receive an overall rating of basic if the teacher received no unsatisfactory element rating and two or more elements rated basic.</p> <p>Unsatisfactory: A teacher should receive an overall rating of unsatisfactory if any one element is rated unsatisfactory.</p>
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Evidence and Artifacts: A teacher must provide evidence/artifacts in order for any element to possibly be rated exemplary. Without evidence and artifacts, the highest rating a teacher can receive in each element is proficient. Providing artifacts and evidence is no guarantee of an exemplary element rating.

Domain 1: Planning and Preparing to Provide Support

	Unsatisfactory	Basic	Proficient	Exemplary
Focus Element: <i>Knowledge of curriculum, including content and method of delivery.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Knowledge of a variety of instructional techniques and strategies in order to meet the needs of individual students.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Knowledge of correspondence regulations, PACE policies, and allotment/reimbursement procedures.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Identify and use available resources (to include traditional materials, technology, school, community, and district sources) to meet the needs of the students, school, and community</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Plan and coordinate the daily, weekly, and monthly activities and schedule with staff and administration, including a workshop management/discipline plan ensuring student safety at all times.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Score:	N/A	-		

Domain 2: Supporting Family and Student Achievement

	Unsatisfactory	Basic	Proficient	Exemplary
Focus Element: <i>Create Student Learning Plans (SLP) based on data, knowledge of curricular options, and family and student input, using the appropriate district curriculum and Alaska State Standards.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Guide homeschool families in the implementation of the SLP using the appropriate district approved curriculum, CCSD Standards, and Alaska State Standards in an effort to achieve appropriate curriculum goals.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Guide homeschool families develop and implement the components of effective lessons including a measurable objective, relevant activities and strategies for ensuring that individual students learn</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Guide homeschool families in employing a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the cultural and individual needs, interests, and abilities of students.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Evaluate student progress based on monthly check-ins, quarter grades, semester work samples, and applicable assessments. Provide progress reports and constructive feedback.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Provide resources to families as they monitor their student's progress.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Collaborate with families and school personnel to help students with unique needs to meet achievement goals.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Communicate with families frequently, at least monthly, and maintain a record of contacts, while establishing and developing positive relationships with students and families.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Communicate effectively both written and orally with families.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Assist families with reimbursement procedures.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Provide high interest workshops/activities throughout the year.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Focus Element: <i>Instruct students and families in use, care, and safe operation of computers, tablets, printers, and equipment, as necessary, and support the integration of technology into the instructional program.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:				
Score	N/A	-		

Domain 3: Continuous Improvement of Professional Practice					
		Unsatisfactory	Basic	Proficient	Exemplary
Focus Element:	<i>Reflect on a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of individual students.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Pursue professional growth and continuous improvement of professional practice of instruction and demonstrate the qualities of a life-long learner.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Use data and feedback to develop and implement a professional growth plan with specific and measurable goals, action steps, and timelines for measuring progress.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Score:		N/A	-		

Domain 4: Professional Responsibilities					
		Unsatisfactory	Basic	Proficient	Exemplary
Focus Element:	<i>Maintain a high standard of professional ethics and adhere to school and district policies and procedures, such as applicable laws, Board Policies, and Administrative Regulations of the District, Professional Teaching Practices Commission, the Collective Bargaining Agreement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Maintain accurate records regarding student documents and grades as required by law.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Complete duties of correspondence school teacher, including but not limited to creation of SLPs, communicating with families, approval of reimbursements, maintaining the integration of technology, supervising students at school events, workshops, and field trips, coordinating assessments, ensuring regulations and guidelines are followed, and sharing results with families.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Personally demonstrate and facilitate others in demonstrating respect for the individual and cultural characteristics of others.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Communicate effectively both written and orally with colleagues.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Establish and develop positive relationships with colleagues and community, such as displaying a positive attitude and image of the District.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Participate in establishing and maintaining a positive school climate, including a learning center in which all students and volunteers feel welcome and safe.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Participate positively, productively, and creatively in efforts to solve problems and improve the instructional practice and goals of the District.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Support the mission of the District by carrying out all directives from school and district administration and participating in District initiatives.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Participate in and contribute to the teaching profession by participating in and contributing to curriculum evaluation and professional development.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Focus Element:	<i>Communicate concerns to administration quickly and clearly with the objective of solving problems as they arise. Report all incidents to school or district administration (e.g. fights, suspected child abuse, suspected substance abuse, harassment) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to state law and Board Policies</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence and Artifacts:					
Score:		N/A	-		

	Overall Score:
Domain One: Planning and Preparing to Provide Support	N/A -
Domain Two: Supporting Family and Student Achievement	N/A -
Domain Three: Professional Improvement	N/A -
Domain Four: Professional Responsibilities	N/A -
	N/A
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Levels of Performance	
Exemplary	>4.0
Proficient	3.0-3.99
Basic	2.0-2.99
Unsatisfactory	0-1.99

Overall Comments: