

## TEACHER'S PERFORMANCE EVALUATION FORM

DEPARTMENT OF NATIONAL DEFENCE  
DEPENDANTS SCHOOLS OVERSEAS

### SECTION 1: BASIC DATA

TEACHER'S NAME : _____	PRESENT SCHOOL: _____
NAME OF EVALUATOR: _____	EMPLOYING BOARD: _____
TITLE : _____	
TELEPHONE : ( _____ ) _____	
LENGTH OF TIME AS TEACHER'S SUPERVISOR : _____	

**THIS FORM TO BE USED FOR ELEMENTARY OR SECONDARY CLASSROOM TEACHERS**

### TO THE PRINCIPAL

THE COMPLETION OF THIS REPORT SHALL BE RECOGNIZED AS A WRITTEN SUMMATION OF THE ONGOING SUPERVISORY PROCESS.

**EACH PROFESSIONAL STAFF MEMBER WILL RECEIVE A WRITTEN ANECDOTAL EVALUATION WHEN :**

- (A) THE STAFF MEMBER IS NEW TO THE DND DEPENDANTS SCHOOLS OVERSEAS;
- (B) THE STAFF MEMBER IS SEEKING AN EXTENSION TO LOSA;
- (C) THE PRINCIPAL WISHES TO EVALUATE A TEACHER, OR
- (D) THE TEACHER REQUESTS AN EVALUATION.

INFORMATION PROVIDED ON THIS FORM WILL BE TREATED AS CONFIDENTIAL.

1. COMPLETE THIS PERFORMANCE EVALUATION FORM;
2. ORIGINAL COPY TO NDHQ/DCBA 5/DEM FOR INCLUSION IN TEACHER'S PERSONNEL FILE;
3. A PHOTOCOPY OF THIS REPORT TO THE TEACHER;
4. PHOTOCOPY TO TEACHER'S EMPLOYING BOARD , IF INDICATED BY THE TEACHER.

THE PRINCIPAL WILL REVIEW WITH THE TEACHER, BY THE END OF SEPTEMBER, THE SUPERVISORY AND EVALUATION PROCEDURES TO BE USED FOR THIS REPORT.

**SECTION 2: TO BE COMPLETED BY TEACHER**

MAIN RESPONSIBILITIES

**LIST AND BRIEFLY DESCRIBE YOUR MAIN RESPONSIBILITIES IN THE CURRENT SCHOOL YEAR.**

**SECTION 3: TO BE COMPLETED BY TEACHER**

OTHER CURRENT OR RECENT PROJECT AND/OR SPECIAL ASSIGNMENTS

**SECTION 4: EVALUATION**

RATING SCALE	
1. NEEDS IMPROVEMENT	SOMETIMES DOES NOT MEET REQUIREMENTS OR EXPECTATIONS, BUT PERFORMANCE USUALLY IS ADEQUATE
2. FULLY SATISFACTORY	CONSISTENTLY MEETS REQUIREMENTS OR EXPECTATIONS
3. SUPERIOR	CONSISTENTLY MEETS AND OFTEN EXCEEDS REQUIREMENTS OR EXPECTATIONS

RATING	1	2	3	COMMENTS
<b>INSTRUCTIONAL RESPONSIBILITIES</b>				
1. LESSON PREPARATION	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. INTERPERSONAL SKILLS	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3. MANAGEMENT SKILLS	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4. DAILY AND LONG RANGE PLANNING	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5. EVALUATION SKILLS	<input type="text"/>	<input type="text"/>	<input type="text"/>	

<b>PROFESSIONAL RESPONSIBILITIES NON INSTRUCTIONAL</b>				
1. SCHOOL AND STAFF ACTIVITIES	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2. EXTRA-CURRICULAR ACTIVITIES	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**SECTION 5: COMMENTS AND SIGNATURE OF THE PRINCIPAL**

SIGNATURE	DATE

**SECTION 6: TEACHER**

<b>YOUR SIGNATURE CERTIFIES THAT YOU HAVE READ AND DISCUSSED THIS EVALUATION. SPACE HAS BEEN PROVIDED FOR YOUR COMMENTS, IF ANY.</b>

<b>COPY OF THIS REPORT TO MY EMPLOYING SCHOOL BOARD (PLEASE INITIAL)</b> <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____.	
<b>I WILL BE APPLYING FOR A LOSA EXTENSION</b> <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____.	
SIGNATURE	DATE

**COMPLETED FORM MUST BE RECEIVED BY DCBA 5/ DEM BY THE 31 MAY.**

**NATIONAL DEFENCE HEADQUARTERS  
MGEN GEORGE R. PEARKES BUILDING  
OTTAWA ON K1A 0K2**

**Attention: DCBA 5/DEM**