



**Santa Clara  
Adult Education**

SANTA CLARA UNIFIED SCHOOL DISTRICT

# Evaluator Instructions

Instructional Development Plan

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Instructor: \_\_\_\_\_

## Instructional Development Plan Evaluator Instructions and Timeline

These instructions are designed specifically for the Evaluator (program supervisor and/or administrator), and correspond to the Instructional Development Plan (IDP). The IDP is meant to assist the instructor in developing their skills by focusing on **what students know and are able to do** as a result of their participation in the class. The steps in the process are listed below.

Action	Date(s)
Notify the instructor about the upcoming evaluation, and set a meeting time to discuss the IDP process.	
<b>First Meeting:</b> Review the IDP process with the instructor, including the instructions, Expectations of Performance and Date/Timeline. The instructor should begin <b>collecting evidence that shows how students are achieving the student learning outcomes and the program learning outcomes.</b>	
Between the first and second meeting, conduct quick classroom observations on a drop-in basis and at least one formal observation. Use the school's student learning outcomes, the program learning outcomes, and the Evaluator Form as a guide.	
<b>Second Meeting:</b> This will be the instructor's opportunity to share the evidence he/she has collected with the evaluator. Together you will review and discuss the evidence and the <i>Program Learning Outcomes Self-evaluation Form</i> .	
Complete the Evaluator Form.	
<b>Third Meeting:</b> Review the Evaluator Form with the instructor. Discuss the elements that should be in the <i>Professional Growth Plan</i> .	
The instructor submits the Professional Growth Plan to you. If not acceptable schedule another meeting to modify.	
Give a copy of the Evaluator Form and the Professional Growth Plan to the Director's Secretary to be placed in the instructor's file.	

Instructor: \_\_\_\_\_

## Instructional Development Plan Evaluator Form

U	S	P	D
Unsatisfactory	Satisfactory	Proficient	Distinguished

**Using the rubric, place a check in the box that you feel best reflects the instructor's level.  
Comment is required for unsatisfactory remarks.**

	U	S	P	D	Comments
<b>Curriculum</b>					
1. Provides instruction that reflects the student learning outcomes and any other goals and objectives of the program, school, and district where appropriate.					
2. Plans, organizes, and effectively uses instructional time to maximize student learning (identifies daily objectives, uses course outlines to guide learning).					
3. Provides an effective program of instruction that uses a variety of teaching materials and techniques, and is based on needs and capabilities of individuals or learner groups					
4. Demonstrates knowledge of subject matter in assigned classes.					
5. Incorporates formal and informal feedback and data in order to improve course content and/or retain students.					
<b>Environment</b>					
6. Develops and maintains a learning environment appropriate for class activities and the norms of adult education (adult materials, seating arrangements, etc.).					
7. Takes necessary and reasonable precautions to provide a safe environment for learners, and takes proactive steps to protect equipment.					
8. Demonstrates the interpersonal skills and sensitivity to communicate appropriately and work effectively with learners, co-workers, and community.					
9. Demonstrates sensitivity to learner diversity.					
10. Provides a supportive environment that fosters learner participation and interaction.					

	U	S	P	D	Comments
<b>Assessment</b>					
11. Evaluates learner progress on an ongoing basis and uses assessment information to give feedback, plan and modify instruction (e.g. CASAS records, informal and formal testing, learner work, formal and informal surveys).					
<b>Administrative</b>					
12. Begins instruction on time.					
13. Assists in the selection of books, equipment, and other instructional materials.					
14. Maintains and submits records and forms as required by law, school policy and administrative regulations (e.g. attendance, accountability procedures, course outlines, credentialing).					
15. Attends and participates in staff, department, and district meetings when requested.					
16. Plans and engages in relevant professional growth activities.					
17. Performs related duties as assigned by administration (accreditation process, compliance reviews).					
18. Leaves the classroom clean, orderly and in the condition in which it was found.					

Evaluator Name \_\_\_\_\_ Date \_\_\_\_\_

Evaluator Signature \_\_\_\_\_

Administrator Name \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_

***The evaluator has shared this evaluation with me. I am aware that I may provide written comments within two weeks.***

Instructor Name \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_