

**PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA  
TAP ANNUAL EVALUATION FORM C**

Name of Appraiser: Harvey Jones / 469-50-4889  
 Position: Teacher Status: Full  
 School / Site: Phelps Career Senior High Subject / Grade Level: 9-12  
 School Year: 97-98

This annual evaluation is based on 1) the appraiser's demonstrated progress toward attaining the instructional / caseload targets stated in Form A; 2) the observations completed during the year (Form B); and 3) the performance of professional responsibilities.

1 = Outstanding      2 = Very Good      3 = Satisfactory      4 = Conditional      5 = Unsatisfactory

**PERFORMANCE CATEGORIES**

**I. INSTRUCTIONAL / CASELOAD TARGETS**

The appraiser has demonstrated progress toward attaining the instructional / caseload targets 1 2 3 4 5

Narrative (Provide a statement in support of the above evaluation.)  
**Appraiser has made satisfactory progress toward meeting instructional targets**

**II. MANAGEMENT (from Form B / observations)**

The appraiser has demonstrated knowledge of and rapport with students / clients 1 2 3 4 5

The appraiser has demonstrated ability to communicate with students / clients 1 2 3 4 5

The appraiser has created an environment which facilitates positive learning 1 2 3 4 5

**III. INSTRUCTION / SERVICE DELIVERY (from Form B / observations)**

The appraiser has demonstrated knowledge of subject matter / discipline 1 2 3 4 5

The appraiser has applied knowledge of materials and techniques in subject field / discipline 1 2 3 4 5

The appraiser has demonstrated planning preparation 1 2 3 4 5

**IV. PROFESSIONAL RESPONSIBILITIES**

The appraiser has performed building responsibilities 1 2 3 4 5

To determine the annual evaluation, complete the following steps:

1. Supply the numbers below from the eight categories listed above.
 

a. The number of categories marked 1 (outstanding)	=	<u>2</u>
b. The number of categories marked 2 (very good)	=	<u>5</u>
c. The number of categories marked 3 (satisfactory)	=	<u>1</u>
d. The number of categories marked 4 (conditional)	=	<u>0</u>
e. The number of categories marked 5 (unsatisfactory)	=	<u>0</u>
Total number of categories		= <u>8</u>

2. Begin with the number of categories marked "unsatisfactory" and read UP .
3. Read UP until you come to the first number above zero.
4. Look to the left of this number at the rating category in which that number has fallen.
5. If the first number is TWO OR MORE, the FINAL APPRAISAL is in the SAME RATING CATEGORY.
6. If the first number is ONE, the FINAL APPRAISAL is ONE RATING CATEGORY ABOVE THE ONE IN WHICH THE NUMBER HAS FALLEN.

Using this scale, the annual evaluation for this appraiser is:  Outstanding  Very Good  Satis.  Conditional  Unsatis.  
 I agree with this annual evaluation.  
 I disagree with this annual evaluation.

Appraiser's Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
Signature of Rating Officer  
Signature of Appraiser

I / We the undersigned certify that instructional support has been given to the appraiser and the documentation is attached.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature of Reviewing Officer

\_\_\_\_\_  
 Ass't Superintendent

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Date