

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

Name of Appraiser: Harvey C. Jones Status: Permanent
 Position: Architectural Drafting Instructor Subject / Grade Level: 9-12th
 School / Site: Phelps Career High School School Year: 1995-96

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 demonstrated progress toward attaining the instructional/caseload 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) = 8
 - b. The number of categories marked 2 (very good) = _____
 - c. The number of categories marked 3 (satisfactory) = _____
 - d. The number of categories marked 4 (conditional) = _____
 - e. The number of categories marked 5 (unsatisfactory) = _____
- Total number of categories = 8

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

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

 Signature

 Signature

Signature of Reviewing Officer _____ Position _____ Date _____