**Sunset Evaluation Data Gathering Sheet**

Name: Grade / Position:

In order to ensure that we have all information below listed correctly on your evaluation please take time to complete this prior to March 19, at 4:00 pm. It is our goal to recognize the things you do enhance your own learning, as well as, the achievement of the school as a whole. If you have questions about this please just talk with us and we can clarify. It is our goal to record things accurately – not to use this as a checklist. Thanks

**Please type in Cambria Front – Size 12. When sending this back please attach this completed form to a NEW EMAIL that in the Subject Line says:**

**YOUR LAST NAME, FIRST NAME / 18 - 19 Eval. Data Sheet**

**EXAMPLE: Langley, Kristi / 18 - 19 Eval. Data Sheet.**

**Send this email to KRISTI**

What systems are you currently and consistently using, with your students, to promote student reflection and self assessment?

What specific data do you use to make informed, educational decisions for your students / team? Of this, how do you specifically use this information to drive your instructional decisions?

Specifically how / what does your team do to ensure quality, efficient and effective lessons are planned, developed, and delivered so that all students learn? What typically is your role in this process?

What specific strategies do you consistently use in your classroom to increase engagement and accountability for all students in their learning and how do you know if they are effective?

What additional supports have been put into place – above and beyond what is expected, to ensure high levels of student achievement in your classroom / on your team / as a school?

What have you done specifically to work with parents on increasing student achievement? (Examples: Update website weekly with standards & what we are doing. / Made flash cards and put them in bags for conferences to assist students / Held a training in my room to show parents what they could be doing to help students learn sight-words. / etc.)

What methods / strategies do you consistently use to meet the needs of all learners?

What leadership roles have you taken on this year? (Examples: Team Leader / Committee Chair / Book Adoption Committee / District Level Committees that you represented our school on. / If you have done a “formal” training for your grade level or the school. / etc.)

If you hold Extra Pay for Extra Duty Contract please list what it is and what you have done in this position this year.

What School-wide Committee do you serve on?

What has been your role specifically on this committee? (Examples: I am the person who fills the Eagle Slip Bags / Do power points for Quarterly Assembly / Coordinated Fall Festival / etc.)

What additional events / supports have you taken part in that are above and beyond what is expected in your classroom to ensure high student achievement or for committee work at Sunset? (Examples: Afterschool Tutoring Teacher / Set-up School Computer Label / Met with new teacher to give on going support outside of normal collaboration time or team meeting times / Attended Outside Events – District Track Meet, Band Concert, Night Parents events that you were not assigned to attend, etc.)

What classes / trainings have you taken this year, not including Sunset’s Thursday Trainings? (This means that if you took District level trainings and did not attend all sessions you would not write that in this area. If you have questions about this please Kristi or Jeremy. )

This year, Sunset’s Professional Development has focused on the Hattie, Fisher, & Fry Reading. What have you consistently implemented, in your classroom, as a result of this training and how have you seen it affect student achievement in your classroom? (This should be specific in what you have done and the data you have collected to show improvement or not in your classroom.)

What classes / Trainings have you taken this year, not including Sunset’s Thursday Trainings? This means that if you took District level trainings and did not attend all sessions you would not write that in this area. If you have questions about this please Kristi or Jeremy.

**If there is something that you feel we need to be aware of that is not listed above please feel free to note it in this area and we will be glad to discuss it during your evaluation conference.**