Teacher Intern Non-Teaching Rating Form

Teacher Intern: ________________________________
Evaluator: ________________________________ Date: ______________

Grading Scale:

5 points = Excellent (equivalent to the grade of A)
4 points = Above Average (equivalent to the grade of B)
3 points = Average (equivalent to the grade of C)
2 points = Needs Improvement (equivalent to the grade of D)
< 1 point = Unacceptable (equivalent to the grade of F)
NC = No Chance to Observe

Record Keeping (Maximum number of points is 25 - 5 points per item)

______ Follows direction
______ Is neat
______ Is accurate
______ Is prompt
______ Integrates record keeping with daily duties

Comments/Clarifications (Areas to work on are continued on reverse side)

Paper Grading (Maximum number of points is 30 - 5 points per item)

______ Knows subject matter
______ Follows directions
______ Is neat
______ Is accurate / consistent
______ Is prompt
______ Grades papers after school hours

Classroom Participation (Maximum number of points is 20 - 5 points per item)

______ Shows initiative in helping teachers
______ Shows initiative in helping students
______ Shows initiative in disciplining students
______ Follows classroom rules

Professionalism (Maximum number of points is 25 - 5 points per item)

______ Exhibits ethical and professional qualities
______ Handles criticism constructively
______ Improves following feedback
______ Is consistently punctual
______ Stays after school, as appropriate

Composite Score

Assigned Grade

<table>
<thead>
<tr>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100</td>
<td>93-97</td>
<td>90-92</td>
<td>88-89</td>
<td>83-87</td>
<td>80-82</td>
<td>78-79</td>
<td>73-77</td>
<td>70-72</td>
<td>&lt;= 69</td>
</tr>
</tbody>
</table>

* Possible points = 100 if “NC” was not assigned
* Scale should be adjusted in “NC” was assigned

Signature of Teacher Intern ________________________________ Date reviewed with Teacher Intern ________________________________

NOTE: Signature of Teacher Intern does not necessarily indicate agreement with evaluator.

This form was initially created by Mrs. Gay Cummins of Eastwood Middle School.