



INSTRUCTIONS: To be completed by the principal within 24 hours of the incident or initial knowledge of the incident

Part I – INFORMATION

School Name _____ Name/s of Staff Involved _____

Date of incident ____/____/____ Time of incident ____ - ____
Person Reporting Incident To Principal

Nature of Incident - Circle Area/s of Concern

INSTRUCTION STRAND

1. The teacher accurately demonstrates knowledge of the content area and approved curriculum.
2. The teacher appropriately utilizes a variety of teaching methods and resources for each area taught.
5. The teacher effectively utilizes student assessment techniques and procedures.

STUDENT LEARNING STRAND

3. The teacher communicates with and obtains feedback from students in a manner that enhances student learning and understanding.
4. The teacher comprehends the principles of student growth, development and learning, and applies them appropriately.
6. The teacher manages the educational setting in a manner that promotes positive student behavior, and a safe and healthy environment.

7. The teacher recognizes student diversity and creates an atmosphere conducive to the promotion of student involvement and self- concept.

PROFESSIONAL LEARNING STRAND

8. The teacher demonstrates a willingness to examine and implement change, as appropriate.
9. The teacher works productively with colleagues, parents, and community members.

OTHER

- Compliance with policies, procedures, & requirements
- Professional behavior
- Professional communication

Part II – DESCRIPTION OF INCIDENT/OBSERVATION

Description of incident/s:

Recommendation for Improvement:

Part III – Signatures

_____/_____/_____
Signature, Principal/Administrator Date

_____/_____/_____
Signature, Employee Date

_____/_____/_____
Signature, Witness Date

(Secure witness signature only if employee refuses to sign the document)

Employee signature indicates that the employee has received a copy of this document and does not necessarily indicate that the employee agrees with the contents. The employee has the right to attach a written statement to this report using *Addendum to Form JICF-E3*.