

Standard Operating Procedure (SOP)

Teacher Evaluation Criteria and Performance Standards

This SOP defines the **teacher evaluation criteria and performance standards**, covering instructional effectiveness, classroom management, student engagement, professional development, communication skills, and adherence to school policies. The goal is to ensure consistent, fair, and comprehensive assessment of teaching performance, promote continuous improvement, and enhance overall educational quality.

1. Purpose

To establish clear criteria and standards for evaluating teacher performance, supporting effective teaching practices and professional growth.

2. Scope

This SOP applies to all teaching staff within the institution.

3. Evaluation Criteria and Performance Standards

Criteria	Description	Performance Standards
Instructional Effectiveness	Ability to plan, deliver, and assess high-quality lessons that facilitate student learning.	<ul style="list-style-type: none">Lesson objectives are clear, measurable, and aligned with curriculum.Uses effective instructional strategies and resources.Regular, formative, and summative assessments are implemented.
Classroom Management	Establishes and maintains a safe, respectful, and productive learning environment.	<ul style="list-style-type: none">Manages student behavior fairly and consistently.Promotes positive classroom culture and routines.Addresses disruptions promptly and constructively.
Student Engagement	Actively involves students in learning and encourages participation.	<ul style="list-style-type: none">Utilizes strategies to motivate and engage all learners.Encourages student inquiry, collaboration, and critical thinking.Adapts instruction to meet diverse student needs.
Professional Development	Participates in ongoing professional learning and applies new knowledge to practice.	<ul style="list-style-type: none">Attends required training and seeks out additional opportunities.Reflects on and improves instructional practices.Shares expertise and collaborates with colleagues.
Communication Skills	Effectively communicates with students, parents, colleagues, and administrators.	<ul style="list-style-type: none">Communicates expectations clearly and respectfully.Provides timely, constructive feedback to students and families.Maintains appropriate professional tone in all interactions.

Adherence to School Policies	Consistently follows school protocols, policies, and legal requirements.	<ul style="list-style-type: none"> • Maintains accurate records and reports. • Ensures student safety and confidentiality. • Complies with all institutional and regulatory standards.
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4. Evaluation Process

- Evaluations are conducted annually by designated evaluators (e.g., principals, department heads).
- Multiple sources of evidence are used (classroom observations, student performance data, self-assessments, peer reviews, and feedback from students/parents).
- Performance is rated against established standards (e.g., Exceeds Expectations, Meets Expectations, Needs Improvement).
- Evaluation results are documented and communicated to the teacher.

5. Feedback and Improvement

- Constructive feedback is provided to support teacher growth.
- Professional development or improvement plans may be implemented, if necessary.
- Progress is monitored and follow-up evaluations are scheduled as needed.

6. Roles and Responsibilities

- **Evaluators:** Conduct evaluations objectively, ensure confidentiality, and provide support.
- **Teachers:** Participate in the evaluation process proactively and implement feedback for improvement.
- **Administration:** Ensure evaluation procedures are followed consistently and fairly.

7. Review and Updates

This SOP will be reviewed annually and updated as necessary to ensure ongoing relevance and effectiveness.