



WELS Commission on Lutheran Schools
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February 2019

Dear Administrator,

“Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up!”

This encouragement from our God recorded in Ecclesiastes 4:9-10 helps us to see the value of assisting one another in ministry. Team ministry brings many blessings to Christian educators. We praise God that he helps each one of us up when we fall. Jesus has redeemed us from bondage to sin with his innocent death. May the peace that is ours through Jesus encourage you in your ministry!

The Teacher, Principal, ECM Teacher and ECM Director Performance Assessment forms for 2018-19 are an element of the Team Ministry Process Binder, of which the entire contents is available upon request in electronic format.

Instructional supervision is one of the most important avenues available to you for improving your school. The Team Ministry Process not only encourages professional growth, but also builds relationships between teaching ministers. An important complement to that process is the Teacher and Principal Performance Evaluation Process (annual performance reviews).

Teacher, principal, and ECM director assessments are also vital in the development of call lists. Assessment results and teacher information data (annual summer forms) enable your CLS administrators to assist congregations in being led by the Holy Spirit to extend calls to individuals with desired qualifications and interests. Obtaining this data on an annual basis maintains accuracy.

The CLS and the Conference of Presidents thank you in advance for your cooperation and for your wonderful service to the Savior and his schools.

■ **Please complete, make copies for your files, and return your annual assessment forms to the CLS office no later than June 15, 2019.**

In the Savior's name,

James A. Rademan, Director
WELS Commission on Lutheran Schools

Connecting education with eternity through the cross of Christ

RATING SCALE: 5=**Exceptional**—Performance is that of a master teacher, one who would be used to demonstrate to others how the criterion should be met. 4=**Strong**—Performance, though not at the master teacher level, consistently meets and/or exceeds what the criterion requires. 3=**Competent**—Performance consistently meets but does not usually exceed what the criterion requires. 2=**Acceptable**— Performance sometimes meets what the criterion requires but often produces less-than-desired results. 1=**Weak**—Performance consistently does not meet what the criterion requires and significant improvement is needed.

PART 2: CLASSROOM MANAGEMENT The teacher...

- 5 4 3 2 1 Uses law and Gospel correctly and consistently
- 5 4 3 2 1 Promotes self-discipline among students
- 5 4 3 2 1 Promotes God-pleasing student-to-student and student-to-teacher interaction
- 5 4 3 2 1 Encourages each student to be engaged in constructive activity
- 5 4 3 2 1 Is organized and well prepared for the day’s activities
- 5 4 3 2 1 Maintains student attention and interest when required
- 5 4 3 2 1 Has classroom procedures/rules that facilitate learning

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 35-32 **S** Score: 31-25 **C** Score: 24-18 **A** Score: 17-11 **W** Score: 10-7
Exceptional *Strong* *Competent* *Acceptable* *Weak*

PART 3: RELATIONSHIPS The teacher...

- 5 4 3 2 1 Models a love for the Lord and a disposition that reflects the joy of being a redeemed child of God
- 5 4 3 2 1 Demonstrates a concern for the spiritual, emotional, and physical welfare of students
- 5 4 3 2 1 Demonstrates a concern for the spiritual, emotional, and physical welfare of school families
- 5 4 3 2 1 Shows Christian love for the other members of the ministry team
- 5 4 3 2 1 Submits to the supervision of the school and church administration in a spirit of cooperation
- 5 4 3 2 1 Interacts appropriately with students
- 5 4 3 2 1 Interacts appropriately with the members of the congregation at large

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 35-32 **S** Score: 31-25 **C** Score: 24-18 **A** Score: 17-11 **W** Score: 10-7
Exceptional *Strong* *Competent* *Acceptable* *Weak*

PART 4: PROFESSIONAL CHARACTERISTICS The teacher...

- 5 4 3 2 1 Strives to be a student of God’s Word
- 5 4 3 2 1 Accepts the duties and responsibilities associated with the divine call
- 5 4 3 2 1 Seeks to improve professionally through continued education
- 5 4 3 2 1 Endeavors to be proficient in oral and written communication
- 5 4 3 2 1 Maintains positive, open, and regular contact with those being served
- 5 4 3 2 1 Meets required deadlines and is punctual for professional activities
- 5 4 3 2 1 Maintains personal health and an appearance that bring glory to God

TOTAL SCORE
(Enter in box)

Circle the letter that corresponds to the TOTAL SCORE at left.

Performance Ratings:

E Score: 35-32 **S** Score: 31-25 **C** Score: 24-18 **A** Score: 17-11 **W** Score: 10-7
Exceptional *Strong* *Competent* *Acceptable* *Weak*

■ The undersigned acknowledge that the above represents a cooperative, Spirit-led effort to assess the performance of the teacher named.

Signature of Teacher:

Signature of Principal:

Please make copies of this completed form for your files and mail or email the original by **June 14, 2019.**
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