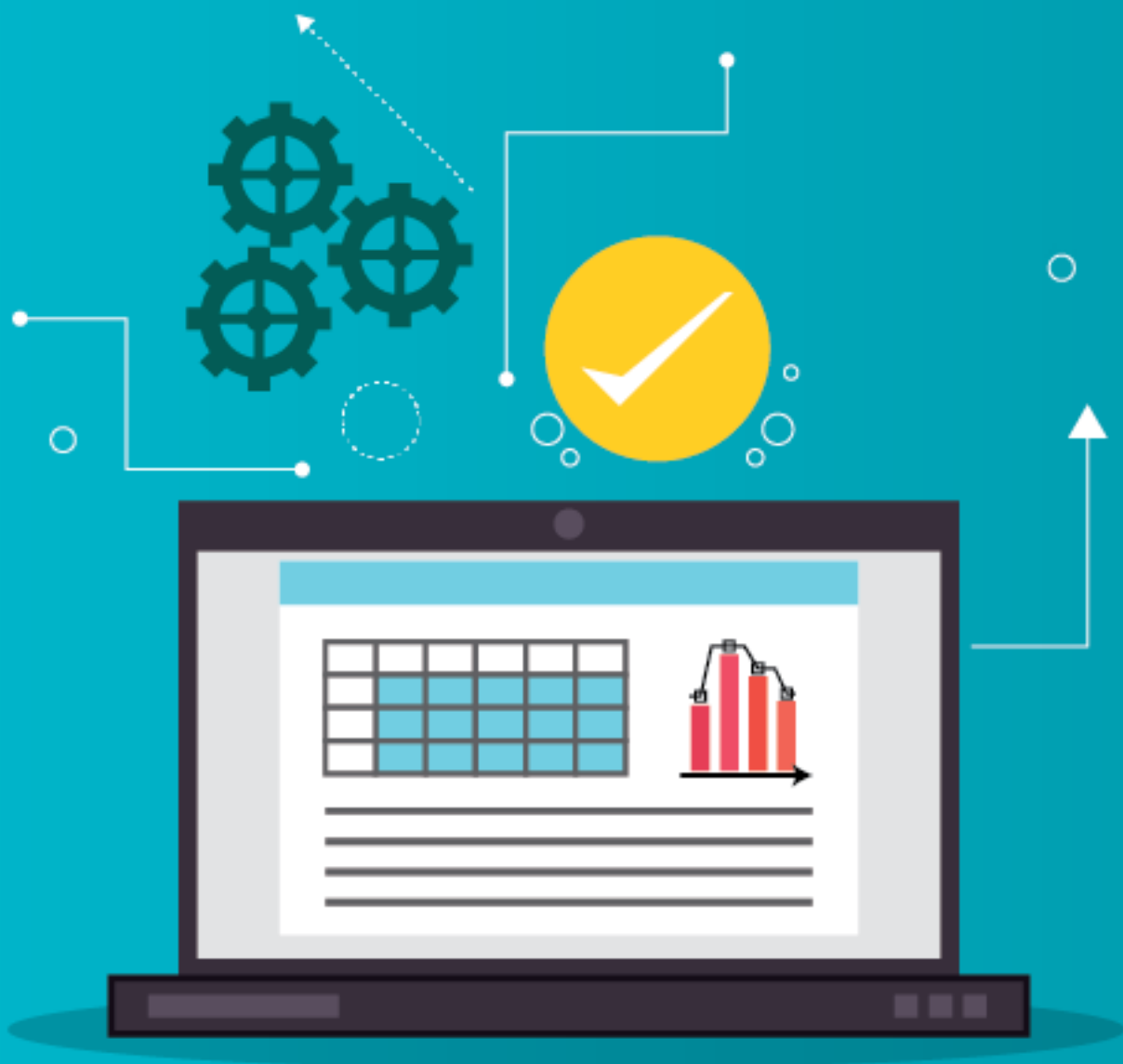


TEACHER EVALUATION ORGANIZER



THE PRINCIPAL CENTER



*Download the Excel spreadsheet at www.principalcenter.com/evaluation-organizer-spreadsheet

[Download .XLSX](#)

Using the Teacher Evaluation Organizer:

1. [Download the Excel spreadsheet*](#) and open it in Excel, Google Sheets, or your preferred app.
2. Type or paste the names of your teachers in Column A.
 - NOTE: Because this spreadsheet is quite wide, the Freeze Pane feature has been used to keep the Column A (Teacher Name) in view at all times as you scroll horizontally to view other columns. You can disable this feature in Excel by clicking Window » Unfreeze Panes.
3. Use Columns C-G to list the major domains or areas in which you evaluate teachers. Add or delete columns as needed.
4. Use Columns J-Q to list the required steps in your formal evaluation process. Add or delete columns as needed.
 - TIP: To print your Evaluation Organizer, you may want to shrink it to fit horizontally on one page. Click File » Page Setup » Scaling » Fit to: 1 Pages wide by [blank] Tall
5. As you work on evaluations, consider whether the same description applies to multiple teachers. For example, if you'd describe several teachers as having a "Warm classroom management style characterized by high expectations and respect," mark that teacher's Classroom Management column (Column G in the original spreadsheet) with an abbreviation such as "Warm," and copy and paste into all other relevant teachers' rows.
6. Strive to come up with 5-7 descriptions for each evaluation domain; these descriptions should describe 80% or more of your staff (for teachers with major performance issues, you may not be able to re-use descriptions). When compiling your final evaluations, refer to the abbreviations in your spreadsheet, and copy and paste the full statement into each teacher's evaluation.
 - TIP: Enter the date in the appropriate cell when you complete a required step such as writing a formal observation report. Bold the date to indicate when completed documents have been signed and returned.
 - TIP: To avoid confusion about missed or rescheduled meetings, write the date of scheduled meetings in the appropriate cell, and bold the date when the meeting has actually taken place.