



NO. DGSE-AD(PHY)/PEC/2021/ 276
GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL OF SPECIAL EDUCATION
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore, the 7th June, 2021.

To

*The District Education Officer (Special Education),
Bahawalpur / Dera Ghazi Khan / Faisalabad / Gujranwala /
Lahore / Multan / Rawalpindi / Sahiwal / Sargodha.*

Subject: PERFORMANCE EVALUATION CRITERIA FOR TEACHERS & PROFESSIONALS

I am directed to refer to the subject cited above and enclosed herewith **Performance Evaluation Forms for Teachers & Professionals** working in Special Education Institutions in order to enhance their performance in the best interest of the children with special needs.

2. You are, therefore, requested to disseminate the Forms to all Heads / Principals of Special Education Schools / Institutions / Centres working under your jurisdiction and ask them to rate their staff whether teachers or professionals on the prescribed Proforma / Form on monthly basis and send the report of those personnels who have been reported **Below Average / Deficient** to this Directorate of Special Education, Government of the Punjab.

Enclosed: As above.



KHAULA MUNAWAR MINHAS
DEPUTY DIRECTOR (CURRICULUM)



C.C

1. P.S to Secretary, Special Education Department, Punjab.
2. P.A to Director General, Special Education, Punjab.

Performance Evaluation Form For Teachers

| | | | |
|---------------|--|-----------------------|--|
| Employee Name | | Date | |
| Designation | | Final Value / Remarks | |
| Institution | | | |

| No | Criteria | Deficient | Below Average | Average | Above Average | Outstanding |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | Maintenance of classroom cleanliness | <input type="checkbox"/> |
| 2 | Students' hygiene & cleanliness | <input type="checkbox"/> |
| 3 | Classroom discipline | <input type="checkbox"/> |
| 4 | Purposeful class decoration | <input type="checkbox"/> |
| 5 | Communication skills | <input type="checkbox"/> |
| 6 | Adaptability & flexibility | <input type="checkbox"/> |
| 7 | Coordination with parents and other professionals | <input type="checkbox"/> |
| 8 | Updated teacher's diary | <input type="checkbox"/> |
| 9 | Updated subject / field knowledge | <input type="checkbox"/> |
| 10 | Students' progress monitoring / evaluation | <input type="checkbox"/> |
| 11 | Overall class learning environment | <input type="checkbox"/> |
| 12 | Utilization of resources (human / material / time) | <input type="checkbox"/> |
| 13 | Rapport between teachers and students | <input type="checkbox"/> |
| 14 | Lesson Planning | <input type="checkbox"/> |
| 15 | Instructional Strategies | <input type="checkbox"/> |
| 16 | Teacher's command on subject matter | <input type="checkbox"/> |
| 17 | Students involvement in learning tasks / activities | <input type="checkbox"/> |
| 18 | Feedback on class work & homework | <input type="checkbox"/> |
| 19 | Daily students diary | <input type="checkbox"/> |
| 20 | Use of reinforcers | <input type="checkbox"/> |

Stamp & Signature of
District Education Officer (DEO)

Stamp & Signature of
Head / Principal of Institute

Performance Evaluation Form For Professionals

| | | | |
|---------------|--|-----------------------|--|
| Employee Name | | Date | |
| Designation | | Final Value / Remarks | |
| Institution | | | |

| No | Criteria | Deficient | Below Average | Average | Above Average | Outstanding |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | Annual planning | <input type="checkbox"/> |
| 2 | Acceptance for assigned tasks | <input type="checkbox"/> |
| 3 | Professional decorum | <input type="checkbox"/> |
| 4 | Adaptability & flexibility | <input type="checkbox"/> |
| 5 | Communication skills | <input type="checkbox"/> |
| 6 | Coordination with other professionals | <input type="checkbox"/> |
| 7 | Relationship with coworkers | <input type="checkbox"/> |
| 8 | Relationship with subordinates | <input type="checkbox"/> |
| 9 | Updated subject matter | <input type="checkbox"/> |
| 10 | Rapport building with students | <input type="checkbox"/> |
| 11 | Record keeping & maintenance | <input type="checkbox"/> |
| 12 | Formal assessment record keeping | <input type="checkbox"/> |
| 13 | Informal assessment record keeping | <input type="checkbox"/> |
| 14 | Assessment report writing | <input type="checkbox"/> |
| 15 | Administer "Therapeutic Interventions" through sessions | <input type="checkbox"/> |
| 16 | Individualized planning / individual's portfolio | <input type="checkbox"/> |
| 17 | Evaluation report writing (session wise / weekly / monthly / term wise) | <input type="checkbox"/> |
| 18 | Appropriate No. of sessions taken daily | <input type="checkbox"/> |
| 19 | Sessions with parents / guardians | <input type="checkbox"/> |
| 20 | Other services / assignments | <input type="checkbox"/> |

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District Education Officer (DEO)

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Head / Principal of Institute