

Jordan School District  
**ELEMENTARY MUSIC INSTRUCTOR EVALUATION**

Teacher's Name \_\_\_\_\_

Date \_\_\_\_\_

School Name \_\_\_\_\_

Subject \_\_\_\_\_

Principal's Name \_\_\_\_\_

**Teacher Competence Profile**

1. Is prompt, accurate, well organized with tuition, time cards and other financial matters.	5	4	3	2	1	<b>SCALE</b>  5 Always 4 Most of the time 3 Some of the time 2 Rarely 1 Never
2. Demonstrates accurate, current management of instrument rental fees and forms.	5	4	3	2	1	
3. Meets with principal and follows his/her directions.	5	4	3	2	1	
4. Demonstrates appropriate management and presentation of recruiting activities.	5	4	3	2	1	
5. Notifies school and students when absent.	5	4	3	2	1	
6. Arranges for adequate substituteJ(s) when absent.	5	4	3	2	1	
7. Offers a minimum of two quality programs (performances) per year.	5	4	3	2	1	
8. Keeps accurate rolls and payment schedules.	5	4	3	2	1	
9. Maintains simple repairs on instruments.	5	4	3	2	1	
10. Keeps classroom neat and clean.	5	4	3	2	1	
11. Is cordial to patrons and answers all concerns promptly.	5	4	3	2	1	
12. Encourages love of music in the children.	5	4	3	2	1	
13. Cooperates with school staff (i.e., principal, custodians, secretaries etc.)	5	4	3	2	1	
14. Maintains professional appearance and behavior at all times.	5	4	3	2	1	
15. Treats children with courtesy and respect.	5	4	3	2	1	

Teacher returning next year? YES  NO

Teachers Comments \_\_\_\_\_

Principals Comments \_\_\_\_\_

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Teachers Signature \_\_\_\_\_

Principals Signature \_\_\_\_\_

\*Please send a copy to the Fine Arts Concultant