

DEPARTMENT OF HEALTH AND HUMAN SERVICES

**SUMMATIVE INTERVIEW**

The purpose of the Summative Interview is to allow the teacher every opportunity to respond to questions and present evidence of his/her practice.

**The Evaluator's Responsibilities During the Summative Interview**

- Ask questions to guide the discussion. Additional questions may be asked to re-direct the teacher or to clarify an answer.
- Document carefully all answers and evidences presented.
- Do not provide any judgments or summative evaluations of responses. (The Summative Scoring Matrix will be scored later.)
- Make sure that all areas of the Summative Scoring Matrix are adequately addressed and the teacher has been given every opportunity to present evidence.

**The Teacher's Responsibilities During the Summative Interview**

- Prepare for the Final Interview by reading over the *Teacher's Guide to the Final Interview*.
- While it is not necessary to prepare a formal portfolio or other documents, select ahead the type of materials you might use for evidences to avoid wasting time looking for something.
- Be selective in your evidences! For example, it is not necessary to show every assignment you have made all year.
- Be aware of your time limits. Don't dwell on one question too long.

**Time Limit:** 45 minutes

**Place:** Teacher's classroom or primary location of teaching materials.

Teacher: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

**Use this form to record notes. Attach additional sheets as needed. The questions provided are only guides; it would be more appropriate to tailor questions to each teacher's situation.**

**PLANNING**

- **Talk a little about your process of planning. How do you go about deciding which materials/information to use? How is test data used in your planning?**
- **Can you show how you have addressed the NC Standard Course of Study or functional curriculum in your teaching?**

## **INSTRUCTION**

- **What are some specific strategies or ways that you meet the instructional needs of all students?**
- **How do you ensure that your strategies are developmentally appropriate for your students?**
- **How do you use technology to enhance your instruction?**
- **Describe some of the new instructional strategies you have incorporated into your teaching over the past year or so. How have these strategies worked? How have you revised them?**

## **ASSESSMENT**

- **How do you analyze student responses for level of understanding and adjust your instruction?**
- **What are some specific examples of ways you assess student progress?**
- **Over the course of a six-week period, what are the assessments you have used? What was your rationale for using these assessments in terms of what you hope/want students to gain from them?**
- **How do you provide feedback to your students, particularly those who are struggling? Show some examples of this.**

## **STUDENT MOTIVATION AND MANAGEMENT**

- **How do you encourage students to take responsibility for their behavior and/or learning when appropriate?**
- **Which strategies have been successful? Which have not? Explain.**
- **How do you communicate your expectations to students? Parents/care-giver? Other professionals?**
- **What strategies do you use to promote a positive classroom environment?**

## **TEACHER IMPACT**

- **How do you determine the impact your instruction and procedures have had on students?**
- **Show me some evidence that demonstrate your impact on student performance.**
- **How are your professional development activities aligned with school goals?**
- **What areas of new knowledge and skills have you developed this year? Have you shared any of these with colleagues? How?**
- **Talk a little about your communication with parents/care-givers. Do you have any specific documented examples?**
- **How do you involve parents/care-givers in your students' learning?**
- **Talk a little about your collaboration with members of the professional community. Describe specific examples of when you have invited their involvement in your teaching and the outcome.**