

## LETTER 9.0: PHILOSOPHY OF TEACHER EVALUATION



MARCIA WAINWRIGHT  
PRINCIPAL

### ALEXANDER HAMILTON ELEMENTARY SCHOOL

723 RIPPLEWOOD DRIVE • HAMILTON, MINNESOTA 55400 • 612-555-4138

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Dear Ms. Burdick,

It's that time of year again. Within the next two weeks, you will receive a note in your office mailbox showing the date and time of your annual evaluation.

Formal teacher evaluations are a necessary part of educational administration. You should view them as a learning experience, as a way for both you and the evaluator to grow in understanding and knowledge.

Your strengths as a teacher will be discussed so that they can be capitalized upon and developed further. Your weaknesses, if any, will be identified so that appropriate methods can be devised to reduce or alleviate them.

Assuming that our evaluations are accurate, they will serve to assess the strengths and weaknesses of individual teachers, the departments, and the school as a whole, thus providing a direction for staff development and public relations.

Prior to the evaluation, you will receive a list of the criteria upon which you will be judged as a teacher. You should be prepared to comment on these criteria as they relate to your professional performance.

Sincerely,

*Marcia Wainwright*

Principal