

Self Evaluation Instrument for a Catechist

Name: _____

Parish: _____ Grade Level: _____

Date: _____

Specific Responsibilities

1. Class Planning	Weak	Strong	n/a
a. I cooperate with the DRE to implement program goals	1 2 3 4 5		6
b. I use approved textbooks and materials	1 2 3 4 5		6
c. I observe parish/program policies	1 2 3 4 5		6
d. I make proper requests to the DRE for supplies & resources	1 2 3 4 5		6
e. I prepare a weekly lesson plan	1 2 3 4 5		6
2. Classroom Management	Weak	Strong	n/a
a. I am punctual and on time for class	1 2 3 4 5		6
b. I notify the DRE when I am absent or tardy	1 2 3 4 5		6
c. I greet each student as they enter the classroom	1 2 3 4 5		6
d. I keep the teaching area attractive and orderly	1 2 3 4 5		6
e. I create a prayer space or corner and use it	1 2 3 4 5		6
f. I establish routine classroom procedures	1 2 3 4 5		6
g. I set clear, simple, minimum rules for discipline	1 2 3 4 5		6
h. I follow through and am consistent with rules/discipline	1 2 3 4 5		6
i. I am firm but kind to students	1 2 3 4 5		6
j. I leave the teaching space in order	1 2 3 4 5		6
3. Catechetical Instruction Procedures	Weak	Strong	n/a
a. I begin and end each lesson on time	1 2 3 4 5		6
b. I have the attention of each student	1 2 3 4 5		6
c. I present the material clearly	1 2 3 4 5		6
d. I review the previous lesson plan	1 2 3 4 5		6
e. I relate new material to previous learning	1 2 3 4 5		6
f. I use a variety of teaching methods	1 2 3 4 5		6
g. I make use of audio visuals	1 2 3 4 5		6
h. I evaluate each class session	1 2 3 4 5		6
i. I show enthusiasm and interest in teaching	1 2 3 4 5		6

5. Relationships

- | | | | | | | | |
|----|--|---|---|---|---|---|---|
| a. | I cooperate with the parish DRE | 1 | 2 | 3 | 4 | 5 | 6 |
| b. | I attend catechist parish meetings (VIRTUS) | 1 | 2 | 3 | 4 | 5 | 6 |
| c. | I attend diocesan in service sessions | 1 | 2 | 3 | 4 | 5 | 6 |
| d. | I inform parents of their child's progress | 1 | 2 | 3 | 4 | 5 | 6 |
| e. | I work effectively with other parish organizations | 1 | 2 | 3 | 4 | 5 | 6 |
| f. | I follow liturgical and sacramental program directives | 1 | 2 | 3 | 4 | 5 | 6 |

Instrument for Evaluating a Catechist

Name: _____

Parish: _____ Grade Level: _____

Date: _____

Qualities

	Weak	Strong	n/a
1. Practices the Catholic Faith	1 2 3 4 5		6
2. Ministers to the Parish	1 2 3 4 5		6
3. Supports the teachings of the Catholic Church	1 2 3 4 5		6
4. Maintains positive relationships	1 2 3 4 5		6
5. Holds a Diocesan Certification or is working toward one	1 2 3 4 5		6
6. Shows concern for personal growth	1 2 3 4 5		6
7. Relate well to the students in his/her class	1 2 3 4 5		6

Specific Responsibilities

1. Class Planning

a. Cooperates with the DRE to implement program goals	1 2 3 4 5	6
b. Uses approved textbooks and manuals	1 2 3 4 5	6
c. Observes parish/program policies	1 2 3 4 5	6
d. Make proper request to DRE for supplies and resources	1 2 3 4 5	6
e. Prepares a weekly lesson plan	1 2 3 4 5	6

2. Classroom Management

a. Is punctual for classroom session	1 2 3 4 5	6
b. Notifies the DRE when he/she will be absent or tardy	1 2 3 4 5	6
c. Greets each student as they enter the classroom	1 2 3 4 5	6
d. Keeps an attractive and orderly teaching area	1 2 3 4 5	6
e. Creates a prayer corner or space	1 2 3 4 5	6
f. Establishes routine classroom procedures	1 2 3 4 5	6
g. Sets simple, clear, minimum rules for discipline	1 2 3 4 5	6
h. Follows through and is consistent with rules and discipline	1 2 3 4 5	6
i. Is firm but kind to students	1 2 3 4 5	6
j. Leaves the teaching area in order	1 2 3 4 5	6

3. Catechetical Instruction Procedures

a. Begins and ends each lesson on time	1 2 3 4 5	6
b. Has the attention of each student	1 2 3 4 5	6
c. Presents the material clearly	1 2 3 4 5	6
d. Reviews the previous lesson plan	1 2 3 4 5	6
e. Relates new material to previous learning	1 2 3 4 5	6

f.	Uses a variety of methods	1	2	3	4	5	6
g.	Uses audio visual materials	1	2	3	4	5	6
h.	Summarizes the lesson	1	2	3	4	5	6
i.	Makes appropriate assignments	1	2	3	4	5	6
j.	Evaluates the class session	1	2	3	4	5	6
k.	Shows enthusiasm and interest in teaching	1	2	3	4	5	6

4. Relationships

a.	Cooperates with the Parish DRE	1	2	3	4	5	6
b.	Attends catechist parish meetings (VIRTUS)	1	2	3	4	5	6
c.	Attends Diocesan in service sessions	1	2	3	4	5	6
d.	Informs parents of their child's progress	1	2	3	4	5	6
e.	Works with other parish organizations for effectiveness	1	2	3	4	5	6
f.	Follows directives for liturgical and sacramental programs	1	2	3	4	5	6

Scoring Chart — (add each section to discover one's score)

Qualities

- 1 – 14 = weak
- 15 – 21 = fair
- 22 – 28 = very good
- 29 – 35 = strong

Class Planning

- 1 – 10 = weak
- 11 – 15 = fair
- 16 – 20 = very good
- 21 – 25 = strong

Classroom Management

- 1 – 20 = weak
- 21 – 30 = fair
- 31 – 40 = very good
- 41 – 50 = strong

Catechetical Instruction

- 1 – 22 = weak
- 23 – 33 = fair
- 34 – 44 = very good
- 45 – 55 = strong

Relationships

- 1 – 12 = weak
- 13 – 18 = fair
- 19 – 24 = very good
- 25 – 30 = strong