

CATECHIST'S EFFECTIVENESS CHECKLIST

This form was completed for the year:
20__ - 20__

CLASSROOM MANAGEMENT	ALWAYS	OFTEN	SOMETIMES	NEEDS ATTENTION
1. I read the teacher's guide material to prepare for each lesson.				
2. I prepare an overall teaching plan for the year.				
3. I reserve audio-visuals and requisition supplies 3-4 weeks before needed.				
4. I try to write out the main ideas that I should stress for each lesson.				
5. I prepare for my lesson by doing some reflective thinking and praying.				
6. I call each child by name and I know each student's name by the 2nd or 3rd session.				
7. I introduce my lessons with life-experiences the students can identify with.				
8. I write out my class objectives, so I can determine if the students attain them.				
9. I direct questions to the group first and then call on an individual student to respond.				
10. I maintain order in a relaxed atmosphere and I have certain rules at the beginning of the year.				
11. I am in the classroom well ahead of the students and I welcome them as they enter.				
12. I use available pictures, posters, wall and bulletin boards to make the room more pleasant.				
13. I incorporate a refreshment break in the lesson.				
PERSONAL GROWTH				
14. I attend catechist meetings.				
15. I read books and articles on religious education and my faith.				
16. I attend area workshops, Diocesan Conventions and teacher enrichment sessions.				
17. I have introduced myself to the parents of my students. They know me and are free to call me for any problems.				
18. I keep my own talking to a minimum so the students may initiate ideas or respond to concepts presented.				
19. I really listen when a student makes a comment or asks a question.				

CATECHIST'S EFFECTIVENESS CHECKLIST, CONT'D

	<i>Always</i>	<i>Often</i>	<i>Sometimes</i>	<i>Needs Attention</i>
20. I admit when I am wrong and I am quick to apologize.				
21. I am consistent in the way I correct my students.				
22. I am fair with the students, showing no favoritism.				
23. The students are not afraid to express their ideas.				
24. I enjoy the students, the material presented and I am enthusiastic about my faith.				
SPIRITUAL GROWTH				
25. I pray for my students and their families.				
26. I pray with the students some time during the session.				
27. I teach formal prayers suggested by the scope/sequence chart of my series and Diocesan guidelines.				
28. I encourage spontaneous prayer in my class and pray spontaneously myself.				
29. I arrange for short "para-liturgies".				
30. The students help plan these liturgies.				
31. Parents are encouraged to attend these liturgies and/or class sessions.				

Catechist's Name: _____

Grade Taught: _____

of years teaching this grade: _____