

表格 7

外師考核表

學校 (Name of School): _____

期間 (Duration): _____

Score: _____

外籍老師 (Foreign English Teacher): _____

Date: _____

5: Excellent (特優)	4: Good (好)	3: OK (可)	2: Weak (差)	1: Poor (極差)
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5 4 3 2 1

A. 教案 (Lesson Plans):(15%)

1. 教案準時交給學校。.....
Lesson plans are handed to the head teacher or co-teacher(s) on time.
2. 教案架構完整清楚，符合學校需求。
Lesson plans are well organized and clearly structured, as required by the school.
3. 掌握課程進度有遵照教案進度內容與否。.....
The classes progress according to the lesson plans.

B. 教學技巧 (Teaching Skills & Attitudes):(35%)

1. 充分備課，教學流暢。.....
The teacher is well prepared for class and the class flows smoothly.
2. 能利用肢體動作表情或其他技巧使學生理解所說英文。.....
The teacher uses body language, facial expressions, or other techniques to help students understand the teacher and/or teacher's instructions.
3. 教學活動切合學生能力及需要。
Teaching activities are appropriate for students' English ability.
4. 教具準備。
Teacher uses teaching aids or props.
5. 教學時間掌控得宜。.....
Teacher is able to manage class time well.
6. 能和協同教師協力管理班級秩序。.....
Teacher cooperates with the co-teacher(s) in classroom management.
7. 能準時完成作業批改(如上課前)。
Teacher marks homework or assignments on time before the next class.

C. 工作態度 (Quality of Working Relationships at School – The teacher):

1. 願意與學校老師充分溝通。(5%).....
Is willing to communicate with the teachers at school.
2. 在溝通達成協議後，能在相關事項上展現改進的努力。(5%).....
Shows efforts to improve weaknesses that have been discussed.
3. 能積極配合學校舉辦之英語相關活動。(5%).....
Is willing to support English activities as required by the school.
4. 出席每月備課會議。(5%).....
Takes part in lesson planning meetings.
5. 準時上、下課。(5%).....
Is punctual for class.
6. 符合學校出缺勤規定。(25%).....
Complies with school attendance regulations.

D. General Score for overall performance (out of 100%) : _____

E. 其他意見 (Comments):

Co-teacher Signature
(協同教師簽名)

Form Filled By
(填報人簽名/蓋章)

Academic Department Sign/Stamp
(教務主任簽名/蓋章)

Principal Sign/Stamp
(校長簽名/蓋章)

Receipt acknowledged by Foreign Teacher:

外籍教師簽收簽名處: