

NAME:

CLASS:

DATE:

TIME:

SUBJECT OR ACTIVITY OBSERVED:

**Instructional Skill:**

**1. Planning Lessons:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Establishes immediate and long-range objectives that align with Grade Level Expectations (GLE's).</u></b>  <b>Rationale:</b> <i>It is important to establish objectives that align with Grade Level Expectations in order to insure high academic performance for students</i></p>	
<p><b><u>B. Prepares plans to meet instructional objectives that are aligned with District Curriculum Guides and Grade Level Expectations.</u></b>  <b>Rationale:</b> <i>It is important to prepare plans to meet instruction objectives that align with District Curriculum Guides and Grade Level Expectations in order to result in higher levels of student performance.</i></p>	
<p><b><u>C. Considers abilities, interests, prior knowledge, and present performance levels of students in planning.</u></b>  <b>Rationale:</b> <i>It is important to consider individual abilities, interests, prior knowledge, and performance levels in order to enhance student engagement.</i></p>	
<p><b><u>D. Plans for continuing assessment in lessons and units, and utilizes the results in planning subsequent lessons.</u></b>  <b>Rationale:</b> <i>It is important to plan continuing assessment in lessons and units in order to provide evidence of student achievement and effectively plan for follow-up instruction.</i></p>	

<p><b><u>E. Selects and prepares equipment and materials for lessons.</u></b></p> <p><b>Rationale:</b> <i>It is important that appropriate equipment and materials are prepared for each lesson so that student-learning time will be maximized.</i></p>	
<p><b><u>F. Provides plans for a substitute teacher.</u></b></p> <p><b>Rationale:</b> <i>It is important to provide plans for a substitute teacher so that meaningful student learning can consistently occur.</i></p>	

**Instructional Skill:**

**2. Teaching Lessons:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Utilizes teaching practices and strategies that are consistent with the selected objectives and Grade Level Expectations.</u></b></p> <p><b>Rationale:</b> <i>It is important to utilize teaching practices and strategies that are consistent with the selected objectives and Grade Level Expectations in order to maximize student learning.</i></p>	
<p><b><u>B. Makes provisions for differences in individual needs of the students.</u></b></p> <p><b>Rationale:</b> <i>It is important that provisions are made for differences in individual needs of the students because higher levels of student participation and engagement will result.</i></p>	
<p><b><u>C. Provides for the previous knowledge, abilities, background and interests of students.</u></b></p> <p><b>Rationale:</b> <i>It is important to provide for the previous knowledge, abilities, background and interests of the students so that student engagement in the learning will increase.</i></p>	

<p><b><u>D. Provides classroom instruction and activities that align with the maturity and attention span of the students.</u></b>  <b>Rationale:</b> <i>It is important to provide classroom instruction and activities that align with the maturity and attention span of students because higher levels of student participation will result.</i></p>	
<p><b><u>E. Makes the lessons engaging, relevant and challenging.</u></b>  <b>Rationale:</b> <i>It is important that lessons are interesting and challenging in order to increase student engagement and academic growth.</i></p>	
<p><b><u>F. Gives explanations, assignments, and directions clearly.</u></b>  <b>Rationale:</b> <i>It is important to give explanations, assignments and directions clearly so that students understand what is expected of them.</i></p>	
<p><b><u>G. Makes appropriate assignments that are aligned with instructional objectives and Grade Level Expectations.</u></b>  <b>Rationale:</b> <i>It is important to make appropriate assignments that are aligned with instructional objectives and Grade Level Expectations so that students can see the connection between the lesson objective and the assignment will result in increased student performance.</i></p>	
<p><b><u>H. Makes effective use of instructional equipment, materials, technology, and resource personnel.</u></b>  <b>Rationale:</b> <i>It is important to make effective use of instructional equipment, materials, technology, and resource personnel so that individual needs of students can be met effectively.</i></p>	
<p><b><u>I. Helps students to develop acceptable work habits and study skills.</u></b>  <b>Rationale:</b> <i>It is important to help students develop acceptable work habits and study skills because it will help students to perform at higher academic levels.</i></p>	

**Instructional Skill:**

**3. Evaluation of Lessons:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Uses district and classroom based assessments to monitor and adjust instruction.</u></b></p> <p><b>Rationale:</b> <i>It is important to use district and classroom based assessments to monitor and adjust instruction so that academic needs of students can be met.</i></p>	
<p><b><u>B. Evaluates individual student progress regularly.</u></b></p> <p><b>Rationale:</b> <i>It is important to evaluate individual student progress in order to effectively monitor academic growth.</i></p>	
<p><b><u>C. Maintains records for report card and/or parent conferences.</u></b></p> <p><b>Rationale:</b> <i>It is important to maintain records for report card and/or parent conferences because it holds students accountable for their achievement.</i></p>	

**Classroom Management:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Uses classroom management principles, processes, and practices to foster a safe, positive, student-focused learning environment.</u></b></p> <p><b>Rationale:</b> <i>It is important to use classroom management principles, processes, and practices to foster a safe, positive student-focused learning environment in order to create a positive climate that supports student learning.</i></p>	
<p><b><u>B. Teaches classroom behavior expectations to students.</u></b></p> <p><b>Rationale:</b> <i>It is important to teach classroom behavior expectations to students because it creates a safe, respectful environment where students perform at a higher academic level.</i></p>	

<p><b><u>C. Reviews routines and processes with students.</u></b>  <b>Rationale:</b> <i>It is important to review routines and processes with students because it creates a safe, respectful environment where students perform at a higher academic level.</i></p>	
<p><b><u>D. Maintains an effectively organized, attractive, and stimulating classroom environment, within the limits of the facilities and materials available</u></b>  <b>Rationale:</b> <i>It is important to maintain an effectively organized, attractive, and stimulating classroom environment in order to create a positive climate that supports student learning.</i></p>	

**Handling of Student Discipline and Attendant Problems:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Establishes the guidelines and maintains order and discipline in the classroom.</u></b>  <b>Rationale:</b> <i>It is important to clearly define guidelines and maintain order because it creates a safe environment in which students can learn effectively.</i></p>	
<p><b><u>B. Shows consistency and fairness in dealing with student behavior.</u></b>  <b>Rationale:</b> <i>It is important to show consistency and fairness in dealing with student behavior in order to create a safe environment in which students can learn effectively.</i></p>	
<p><b><u>C. Disciplines students in a consistent and respectful manner.</u></b>  <b>Rationale:</b> <i>It is important to discipline students in a consistent and respectful manner in order for students to achieve.</i></p>	

<p><b><u>D. Assists in maintaining control, following the building discipline plan, and enforcing rules throughout the school.</u></b></p> <p><b>Rationale:</b> <i>It is important to maintain control, follow the building discipline plan, and enforce rules throughout the school in order to create a safe environment where students perform at a higher academic level.</i></p>	
<p><b><u>E. Enlists the assistance of the counselor, assistant principal or principal in the discipline process when appropriate.</u></b></p> <p><b>Rationale:</b> <i>It is important to enlist assistance and/or support when appropriate because it can help to resolve concerns effectively.</i></p>	

**Interest in Teaching Pupils:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Establishes rapport, demonstrates respect, and holds high expectations for students as individuals.</u></b></p> <p><b>Rationale:</b> <i>It is important to establish rapport, demonstrate respect, and hold high expectations for students in order to increase their confidence and academic success.</i></p>	
<p><b><u>B. Provides guidance and assistance for students, using the counselor and other support personnel when appropriate.</u></b></p> <p><b>Rationale:</b> <i>It is important to enlist assistance when appropriate because it can help to resolve concerns effectively.</i></p>	
<p><b><u>C. Encourages students to develop courtesy, self-control, respect, independence, and responsibility.</u></b></p> <p><b>Rationale:</b> <i>It is important to encourage students to develop courtesy, self-control, respect, independence, and responsibility because it creates a safe environment where students perform at a higher academic level.</i></p>	

## **Knowledge of Subject Matter:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Demonstrates competence in subject matter or grade level.</u></b> <b>Rationale:</b> <i>It is important to demonstrate competence in your subject matter/grade level because it is necessary for effective instruction.</i></p>	
<p><b><u>B. Instruction reflects the use of Grade Level Expectations and District Curriculum Guides.</u></b> <b>Rationale:</b> <i>It is important that instruction reflects the use of Grade Level Expectations and District Curriculum Guides so that instruction is consistent and student learning is maximized.</i></p>	

## **Professional Preparation and Scholarship:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Possesses academic background appropriate to the subject area or grade level.</u></b> <b>Rationale:</b> <i>It is important to possess academic background and current knowledge in subject area or grade level in order for effective instruction to take place.</i></p>	
<p><b><u>B. Is current in the application of instructional strategies and practices.</u></b> <b>Rationale:</b> <i>It is important to be current in the application of instructional strategies and practices in order for effective instruction to take place.</i></p>	

## **Professional Characteristics:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Deals with personal information and communication in an ethical manner.</u></b></p> <p><b>Rationale:</b> <i>It is important that to deal with personal information and communication in an ethical manner in order to build trust and effectively support student achievement.</i></p>	
<p><b><u>B. Understands and works with established priorities.</u></b></p> <p><b>Rationale:</b> <i>It is important to work with established priorities in order to model cooperation and support a collaborative climate.</i></p>	
<p><b><u>C. Willingly accepts school responsibilities.</u></b></p> <p><b>Rationale:</b> <i>It is important to willingly accept school responsibilities in order to model cooperation and support a collaborative environment.</i></p>	
<p><b><u>D. Exhibits collaboration.</u></b></p> <p><b>Rationale:</b> <i>It is important to exhibit collaboration in order to effectively meet the needs of the students and the members of the school community.</i></p>	
<p><b><u>E. Demonstrates flexibility.</u></b></p> <p><b>Rationale:</b> <i>It is important to demonstrate flexibility in order to effectively meet the needs of the students and the members of the school community.</i></p>	



<p><b><u>F. Is consistently prompt and accurate with reports when time and equipment are adequate.</u></b>  <b>Rationale:</b> <i>It is important to be consistently prompt and accurate with reports so that work can be completed in a timely fashion.</i></p>	
<p><b><u>G Exhibits self-control, mature behavior, and judgment.</u></b>  <b>Rationale:</b> <i>It is important to exhibit self-control, mature behavior, and judgment in order to build a climate of mutual respect and trust.</i></p>	
<p><b><u>H. Communicates effectively with parents/guardians.</u></b>  <b>Rationale:</b> <i>It is important to communicate effectively with parents/guardians so that they have accurate information that allows them to support their child's academic performance.</i></p>	
<p><b><u>I. Maintains an appearance that does not detract from the educational process.</u></b>  <b>Rationale:</b> <i>It is important to maintain an appearance that does not detract from the educational process so that students can stay focused on learning.</i></p>	
<p><b><u>J. Exhibits proper command and use of language skills.</u></b>  <b>Rationale:</b> <i>It is important to exhibit proper command and use of language skills in order to model effective communication.</i></p>	

**Effort Toward Improvement When Needed:**

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><b><u>A. Is responsive to supervision and constructive input and feedback.</u></b>  <b>Rationale:</b> <i>It is important to be responsive to supervision and constructive input and feedback so that efforts to improve are appropriately implemented.</i></p>	
<p><b><u>B. Implements improvement suggestions.</u></b>  <b>Rationale:</b> <i>It is important that you implement improvement suggestions so that students can achieve at higher levels.</i></p>	
<p><b><u>C. Reflects and evaluates own work and initiates efforts to improve.</u></b>  <b>Rationale:</b> <i>It is important to reflect and evaluate your own work and to initiate efforts to improve so that student learning is maximized.</i></p>	

**Comments:**

Date Copy Provided to Employee:

Observer's Signature: \_\_\_\_\_

Announced:            Unannounced:

Observer's Title:

Conference Provided    Yes                    No