

NAME:

CLASS:

DATE:

TIME:

SUBJECT OR ACTIVITY OBSERVED:

Instructional Skills:

1. Planning Model Lessons And Assisting Teachers In Planning:

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Establishes immediate and long-range objectives that align with Grade Level Expectations (GLE's) and District Curriculum Guides.</u> Rationale: <i>It is important to establish immediate and long-range objectives which align with GLE's and District Curriculum Guides in order to insure high academic performance for students.</i></p>	
<p><u>B. Prepares plans to meet instructional objectives that are aligned with District Curriculum Guides and GLE's.</u> Rationale: <i>It is important to prepare plans to meet instructional objectives that align with District Curriculum Guides and GLE's.</i></p>	
<p><u>C. Considers abilities, interests, and present performance levels of students in planning.</u> Rationale: <i>It is important to consider individual abilities, interests, and performance levels as part of lesson design in order to enhance student engagement.</i></p>	
<p><u>D. Plans for continuing assessment in lessons and units, and utilizes the results in planning subsequent lessons.</u> Rationale: <i>It is important to plan continuing assessment in lessons and units and to utilize the results in planning subsequent lessons.</i></p>	
<p><u>E. Selects and prepares equipment and material for lessons.</u> Rationale: <i>It is important that appropriate equipment and materials are prepared for each lesson so that student learning time will be maximized.</i></p>	

Instructional Skills:

2. Teaching Model Lessons And Assisting Teachers In Teaching:

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Utilizes teaching practices and strategies which are consistent with the selected objectives and GLE's.</u></p> <p>Rationale: <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><u>B. Makes provisions for differences in individual needs of the students.</u></p> <p>Rationale: <i>It is important that provisions are made for differences in individual needs of students because higher levels of student participation and engagement will result.</i></p>	
<p><u>C. Provides for the previous knowledge, abilities, background and interests of students.</u></p> <p>Rationale: <i>It is important to provide for the previous knowledge, abilities, backgrounds and interests of the student so that student engagement in the learning will increase.</i></p>	
<p><u>D. Provides classroom instruction and activities that aligns with the maturity and attention span of the students.</u></p> <p>Rationale: <i>It is important to provide a classroom instruction and activities that aligns with the maturity and attention span of students because higher levels of student participation will result.</i></p>	
<p><u>E. Makes the lessons engaging, relevant and challenging.</u></p> <p>Rationale: <i>It is important that lessons are engaging, relevant and challenging in order to increase student participation and academic growth..</i></p>	

<p><u>F. Gives explanations, assignments, and directions clearly.</u></p> <p>Rationale: <i>It is important to give explanations, assignments and directions clearly so that students understand what is expected of them.</i></p>	
<p><u>G. Makes appropriate assignments that are aligned with instructional objectives and Grade Level Expectations.</u></p> <p>Rationale: <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. Alignment will result in increased student performance.</i></p>	
<p><u>H. Makes effective use of instructional equipment materials, technology and resource personnel.</u></p> <p>Rationale: <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 more effectively.</i></p>	
<p><u>I. Helps students to develop acceptable work habits and study skills.</u></p> <p>Rationale: <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 Skills

3. Assisting Teachers In Assessment of Student Work:

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Demonstrates knowledge and effective use of district and classroom based assessments.</u></p> <p>Rationale: <i>It is important to demonstrate knowledge and effective use of district and classroom based assessments throughout a lesson because they provide information about individual student progress and necessary information to design follow-up lessons.</i></p>	
<p><u>B. Assists teachers in using assessments to monitor and adjust instruction.</u></p> <p>Rationale: <i>It is important to assist teachers in using assessments to monitor and adjust instruction so that academic needs of students can be met.</i></p>	
<p><u>C. Assists classroom teachers in evaluating individual student progress.</u></p> <p>Rationale: <i>It is important to assist classroom teachers in evaluation individual student progress in order to effectively monitor academic growth.</i></p>	

Classroom Management:

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Demonstrates knowledge of classroom management principles, processes and practices.</u></p> <p>Rationale: <i>It is important to demonstrate knowledge of classroom management principles, process and practices in order to create a positive climate that supports student learning.</i></p>	

<p><u>B. Assists teachers in fostering a safe, positive, student-focused learning environment.</u> Rationale: <i>It is important to assist teachers in fostering a safe, positive, student-focused learning environment in order to create a positive climate that supports student learning.</i></p>	
<p><u>C. Assist teachers in maintaining an effectively organized, attractive, and stimulating classroom environment and atmosphere, within the limits of the facilities and material available.</u> Rationale: <i>It is important to assist teachers in maintaining 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><u>A. Shows consistency and fairness in dealing with student behavior.</u> Rationale: <i>It is important to show consistency and fairness in dealing with student behaviors in order to create a safe environment in which students can learn effectively.</i></p>	
<p><u>B. Disciplines students in a consistent and respectful manner.</u> Rationale: <i>It is important to show to discipline students in a consistent and respectful manner in order for students to achieve.</i></p>	
<p><u>C. Assists in maintaining control, following the building discipline plan, and enforcing rules throughout the school.</u> Rationale: <i>It is important to assist in maintaining control, following the building discipline plan, and enforcing rules throughout the school in order to create a safe environment where students perform at a higher academic level.</i></p>	

<p><u>D. Enlists the assistance of the counselor, assistant principal or principal in the discipline process when appropriate.</u></p> <p>Rationale: <i>It is important to enlist assistance and/or support when appropriate because it can help to resolve concerns effectively.</i></p>	
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Interest in Teaching Pupils:

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Establishes rapport, demonstrates respect, and hold high expectations for students as individuals.</u></p> <p>Rationale: <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><u>B. Provides guidance and assistance for students, using the counselor and other support personnel when appropriate.</u></p> <p>Rationale: <i>It is important to enlist assistance when appropriate because it can help to resolve concerns effectively.</i></p>	
<p><u>C. Encourages students to develop courtesy, self-control, respect, and responsibility.</u></p> <p>Rationale: <i>It is important to encourage students to develop courtesy, self-control, respect 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><u>A. Demonstrates competence in content area.</u> Rationale: <i>It is important to demonstrate competence in your content area because it is necessary for effective instruction, leadership and support.</i></p>	
<p><u>B. Demonstrates the use of GLE's and District Curriculum Guides.</u> Rationale: <i>It is important to demonstrate 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><u>A. Possesses academic background appropriate to the subject area or grade level.</u> Rationale: <i>It is important to possess academic background and current knowledge in subject area or grade level in order for effective instructional support to take place.</i></p>	
<p><u>B. Is current in the application of instructional strategies and practices.</u> Rationale: <i>It is important to be current in the application of instructional strategies and practices in order for effective instructional support to take place..</i></p>	

<p><u>C. Models and promotes reflective thinking.</u> Rationale: <i>It is important to model and promote reflective thinking in order for maximum professional growth to take place.</i></p>	
<p><u>D. Uses knowledge of resources to provide teachers with appropriate professional growth experiences.</u> Rationale: <i>It is important to use knowledge of resources to provide teachers with appropriate professional growth experiences so student learning is maximized.</i></p>	
<p><u>E. Collects, selects and arranges data to facilitate conversations that improve instructional practice.</u> Rationale: <i>It is important to collect, select and arrange data to facilitate conversations that improve instruction practice in order to increase student performance.</i></p>	
<p><u>F. Uses effective practices when instructing/presenting to adults.</u> Rationale: <i>It is important to use effective practices when instructing/presenting to adults in order to model effective communication.</i></p>	

Professional Characteristics:

Criteria and Rationale	Strengths, Concerns, Examples and Suggestions
<p><u>A. Deals with personal information and communication in an ethical manner.</u> Rationale: <i>It is important that you deal with personal information and communication in an ethical manner in order to develop trust and effectively support student achievement.</i></p>	

<p><u>B. Understands and works with established priorities.</u> Rationale: <i>Important to work with established priorities in order to model cooperation and support a collaborative climate.</i></p>	
<p><u>C. Willingly accepts school responsibilities.</u> Rationale: <i>It is important to willingly accept school responsibilities in order to model and support a collaborative environment.</i></p>	
<p><u>D. Exhibits collaboration.</u> Rationale: <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><u>E. Demonstrates flexibility.</u> Rationale: <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><u>F. Is consistently prompt and accurate with reports when time and equipment are adequate.</u> Rationale: <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><u>G. Exhibits self-control, mature behavior, and judgment.</u></p> <p>Rationale: <i>It is important that you exhibit self-control, mature behavior, and judgment in order to build a climate of mutual respect and trust.</i></p>	
<p><u>H. Communicates effectively.</u></p> <p>Rationale: <i>It is important to communicate effectively so that others receive that they have accurate information and communication is clearly understood.</i></p>	
<p><u>I. Maintains an appearance that does not detract from the educational process.</u></p> <p>Rationale: <i>It is important to maintain an appearance that does not detract from the educational process so that others can stay focused on learning.</i></p>	
<p><u>J. Exhibits proper command and use of language skills.</u></p> <p>Rationale: <i>It is important that you exhibit proper command and use of language skills in order to model effective communication.</i></p>	
<p><u>K. Establishes rapport and demonstrates respect for others.</u></p> <p>Rationale: <i>It is important to establish rapport and demonstrate respect for others in order to build a climate of mutual respect and trust.</i></p>	

<p><u>L. Regularly participates in scheduled district / building trainings.</u> Rationale: <i>It is important to regularly participate in scheduled district and building trainings in order to meet the needs of the students and work effectively with members in the district/ building.</i></p>	
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Effort Toward Improvement When Needed: (Demonstrates an awareness of his/her limitations and strengths, and demonstrates continued professional growth.)

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