

Observation / Evaluation Checklist

Byron High School

Teacher:

Date Observed: / /

Class:

Time:

Observer: Kevin Cotter

Students present:

Instructional Objective

Preparation

- ☐ Planned appropriate activities to fill available class time.
- ☐ Prepared sufficient instructional materials.
- ☐ Clear statement of instructional purpose.
- ☐ Established why lesson is important for students to learn.
- ☐ Reviewed student work from previous period.

Notes:

Components of the lesson

- ☐ Successfully focused student attention with a good introduction.
- ☐ Clearly expressed instructional objective.
- ☐ Included meaningful, substantive, and developmentally appropriate content.
- ☐ Systematically checked for student understanding.
- ☐ Provided ample time for guided practice.
- ☐ Provided opportunity for independent practice.
- ☐ Brought appropriate closure to the lesson.

Notes:

Instructional Performance

- ☐ Conveyed enthusiasm for lesson content.
- ☐ Successfully motivated student participation.
- ☐ Provided appropriate and varied instructional stimuli
- ☐ Monitored active engagement of all students.
- ☐ Made effective use of current technology to enhance learning.
- ☐ Varied instruction to accommodate different learning styles.
- ☐ Skillfully varied the pace of instruction to reach students of all ability levels.
- ☐ Effectively incorporated manipulatives and hands-on materials.
- ☐ Made appropriate accommodations for special needs students.
- ☐ Provided guided practice and time to work on assignments.

Notes:

Assessment and feedback to students

- _____ Systematically assessed understanding of all students in the class.
- _____ Required meaningful recitation from all students.
- _____ Followed incorrect answers with probing questions for clarity.
- _____ Required production from all students.
- _____ Effectively used wait time following questions to increase student engagement.
- _____ Provided timely and constructive feedback to students.
- _____ Encouraged student self-evaluation.

Notes:

Classroom Management

- _____ Arranged and decorated the classroom to enhance learning.
- _____ Routinely called students by name throughout the lesson.
- _____ Demonstrated empathetic understanding of student questions.
- _____ Systematically monitored student work to ensure engagement.
- _____ Clearly expressed and applied behavior expectations.
- _____ Maintained high level of on-task behaviors throughout the class period.
- _____ Made good use of non-verbal cues.
- _____ Overlooked minor infractions appropriately.
- _____ Consistently applied school rules in a firm, fair manner.

Notes:

Commendations

Recommendations