

Region 4 ESC ~ Contracted Instructor Observation Guide

Instructor Observed: _____ Date: _____

(Print)

Observer: _____ Location: _____

3 – Exceeds Expectations; 2 – Meets Expectations; 1 – Needs Improvement

 Observation: 3 2 1
1. Personal Teaching Style:

Professional

Prepared

Belief System / Conviction / Ownership

Motivational

Knowledgeable

Focused

Ability to Redirect

Asks Questions

Reviews Often

Communication – Verbal

Voice Tone

Interaction

Pronunciation

Grammar

Choice of words

Communication – Non-Verbal

Facial / Gestures / Stance / Eye Contact

2. Classroom / Logistics:

Comfort

Set-up

Distractions

Starts and concludes on schedule

Breaks (timing)

3. Curriculum:

On task – time management per unit

Clear Objectives Stated

Credible / Accurate

Handouts / Visual Aids

Media Facilitation (pre and post)

Lab / Activities

Knowledge of Operation & Proper Use of Equipment

Testing Procedures

4. Personal Traits:

Dress & Grooming

Decorum
Posture
5. Paperwork:
Attendance & Sign-In Sheets
Did Instructor ask to see participant's certification card?
Evaluation forms distributed?
OFFICE ONLY: Was paperwork submitted in a timely manner?

Was this Observation with a Student Instructor? ☐ Yes ☐ No

Please indicate the type class observed: ☐ Certification ☐ Recert

Please note your additional comments or suggestions for improvement in appropriate section:

1. Personal Teaching Style: _____

2. Classroom: _____

3. Curriculum: _____

4. Personal Traits: _____

Summary of Observation: (If Instructor was not successful, please explain.) _____

Observer Signature

Date