

**EVANGELINE PARISH**  
**TEACHER**  
**OBSERVATION FORM**

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade or Subject: \_\_\_\_\_

\_\_\_\_\_ 0 – 3 Years of Experience                      Observation Time: From \_\_\_\_\_ hour \_\_\_\_\_ min  
 \_\_\_\_\_ 4+ Years of Experience                      To \_\_\_\_\_ hour \_\_\_\_\_ min

Observer: \_\_\_\_\_

PRECONFERENCE DATE: \_\_\_\_\_

**The observer will circle the appropriate rating for each item listed below:**  
**SCALE: S–Satisfactory; NI–Needs Improvement; U–Unsatisfactory; NO–Not Observed**

**I. PERSONAL AND PROFESSIONAL QUALITIES/RESPONSIBILITIES**

- |    |  |   |    |   |    |
|----|--|---|----|---|----|
| A. | Exhibits an overall positive attitude;                             | S | NI | U | NO |
| B. | Uses standard English in oral and written communications;          | S | NI | U | NO |
| C. | Is punctual and regular in attendance;                             | S | NI | U | NO |
| D. | Adheres to school and system policies, procedures, and philosophy; | S | NI | U | NO |
| E. | Maintains accurate and timely records                              | S | NI | U | NO |
| F. | Works toward achievement of professional growth plan;              | S | NI | U | NO |
| G. | Maintains a positive, professional appearance.                     | S | NI | U | NO |

\* Score given reflects a cumulative rating for the year to date and not just what is observed during the course of this observation alone

**CATEGORY RATING**                      S    NI    U    NO

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. LEARNING ENVIRONMENT**

- |    |   |   |    |   |    |
|----|---|---|----|---|----|
| A. | Organizes available space, materials, and/or equipment to facilitate learning;  | S | NI | U | NO |
| B. | Promotes a positive learning climate;   | S | NI | U | NO |
| C. | Manages routines and transitions in a timely manner;  | S | NI | U | NO |
| D. | Manages and/or adjusts allotted time for activities planned;  | S | NI | U | NO |
| E. | Establishes expectations for learner behavior;  | S | NI | U | NO |
| F. | Uses monitoring techniques to facilitate learning; this may include positive behavior, redirecting disruptive behavior, as well as other methods. | S | NI | U | NO |

**CATEGORY RATING**                      S    NI    U    NO

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**III. LESSON PREPARATION AND PLANNING**

A.	Specifies learner outcomes in clear, concise objectives;	S	NI	U	NO
B.	Includes activities that develop objective which encourages the whole range of thinking skills;	S	NI	U	NO
C.	Identifies and plans for individual differences;	S	NI	U	NO
D.	Identifies materials, other than standard classroom materials, as needed for lesson;	S	NI	U	NO
E.	States methods of evaluation to measure learner outcomes;	S	NI	U	NO
F.	Develops an Individual Education Plan (IEP), ITP and/or IFSF (Special Education only);	S	NI	U	NO

**CATEGORY RATING**            S    NI    U    NO

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. INSTRUCTION**

A.	Uses technique(s) which develop(s) lesson objective(s);	S	NI	U	NO
B.	Sequences lesson to promote learning;	S	NI	U	NO
C.	Uses available teaching material(s) to achieve lesson objective(s);	S	NI	U	NO
D.	Adjusts lesson when appropriate;	S	NI	U	NO
E.	Integrates technology into instruction.	S	NI	U	NO
F.	Presents content at a developmentally appropriate level;	S	NI	U	NO
G.	Presents accurate subject matter as reflected by Louisiana and/or local criteria;	S	NI	U	NO
H.	Relates relevant examples, unexpected situations, or current events to the content;	S	NI	U	NO
I.	Accommodates individual differences;	S	NI	U	NO
J.	Demonstrates ability to communicate effectively with students;	S	NI	U	NO
K.	Stimulates and encourages higher order thinking at the appropriate developmental levels;	S	NI	U	NO
L.	Encourages student participation;	S	NI	U	NO
M.	Monitors ongoing performance of students;	S	NI	U	NO
N.	Uses appropriate and effective assessment techniques;	S	NI	U	NO
O.	Provides timely feedback to students regarding their progress;	S	NI	U	NO
P.	Produces evidence of student academic growth;	S	NI	U	NO
Q.	Designs tests that require students to utilize a range of thinking skills;	S	NI	U	NO

**CATEGORY RATING**            S    NI    U    NO

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

V. SCHOOL IMPROVEMENT

A.	Participates in grade level and subject area curriculum planning and evaluation;	S	NI	U	NO
B.	Serves on task forces and decision making committees, when appropriate;	S	NI	U	NO
C.	Implements school improvement plan;	S	NI	U	NO
D.	Encourages parents to be come active partners in their children's education;	S	NI	U	NO
E.	Seeks community involvement in instructional program	S	NI	U	NO

\* Score given reflects a cumulative rating for the year to date and not just what is observed during the course of this observation alone

<b>CATEGORY RATING</b>	S	NI	U	NO
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Comments: \_\_\_\_\_

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\_\_\_\_\_

I have read the above observation. My signature does not indicate agreement or disagreement.

\_\_\_\_\_  
Signature and Title of Observer

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Teacher Comments: \_\_\_\_\_

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