

No. 412-AR

NORTHERN LEHIGH
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

NORTHERN LEHIGH SCHOOL DISTRICT
OBSERVATION APPRAISAL

Professional _____
T.P.E. _____
Substitute _____

Teacher _____
Observer _____
Date _____

No. of Students _____
Class/Activity _____
Time In/Out _____

KEY: S = Satisfactory N = Needs Improvement U = Unsatisfactory
 O = Not Observed

PERSONALITY

- ___ 1. Neatly and appropriately dressed; well groomed.
- ___ 2. Inspires interest; displays enthusiasm; exhibits positive attitude.
- ___ 3. Displays poise and composure.
- ___ 4. Pleasant voice; speaks distinctly and fluently.
- ___ 5. Free from distracting personal habits.
- ___ 6. Observes professional ethics; displays good judgment and tact; uses good common sense.
- ___ 7. Performs in accordance with established policies and directives.

PREPARATION

- ___ 1. Physical environment provides best possible learning atmosphere; i.e. lighting, bulletin boards, displays, general housekeeping, arrangement of furniture.
- ___ 2. Prepares a daily written lesson plan including the topic and any appropriate resources, activities, or student assignment.
- ___ 3. Daily lesson plan is consistent with course/subject objectives.

- ___ 4. When appropriate, activities provide for individual or group differences.

- ___ 5. Teacher prepared instructional materials are pertinent and legible.

- ___ 6. Shows evidence that course is well planned and organized.

INSTRUCTIONAL TECHNIQUE

- ___ 1. Enlists class attention; introduces lesson; stimulates interest in topic.

- ___ 2. Demonstrates an effective command of pertinent knowledge and required skills of the subject being taught.

- ___ 3. Lesson is presented in an orderly sequence.

- ___ 4. Expresses ideas clearly; attempts to assess student comprehension of concept(s) presented.

- ___ 5. Utilizes a variety of appropriate instructional techniques.

- ___ 6. Concludes lessons with summarization of concept(s) presented and presents overview of succeeding lesson.

- ___ 7. Homework assignments are clear, meaningful, and reasonable; students understand tasks and expectations.

- ___ 8. Maintains appropriate records, including student record book, to chart student progress which is based on a variety of criteria.

STUDENT-TEACHER REACTION

- ___ 1. Students are attentive and well-behaved; good student- teacher rapport evident.

- ___ 2. Provides opportunity for student expression.

- ___ 3. Encourages and respects students' opinion and suggestions; is a sympathetic and understanding listener.

- ___ 4. Offers positive reinforcement and constructive criticism.

- ___ 5. Displays a willingness to work with individual students who have difficulty understanding the lesson.

Supervisor's Comments/Recommendations:

I hereby certify that I have inspected this observation report.

Teacher's Signature
White Copy - Evaluatee Copy
Canary Copy - Observer's Copy

Supervisor's Signature
Conference Held: _____

NORTHERN LEHIGH SCHOOL DISTRICT
Slatington, Pennsylvania

VISITATION/OBSERVATION/CONFERENCE REPORT

To Evaluate: _____ Assignment: _____
Building: _____ Class: _____
From: _____ Date: _____ Time: _____

SITUATION:

COMMENTS:

Signature of Appraisee

Signature of Appraiser

THIS SIGNATURE INDICATES THAT THE APPRAISEE AND APPRAISER DISCUSSED THIS REPORT. IT DOES NOT NECESSARILY DENOTE AGREEMENT WITH ALL FACTORS OF THIS REPORT.

THE APPRAISEE AND/OR APPRAISER MAY ATTACH ADDITIONAL REMARKS TO THIS REPORT ON SEPARATE PAGES IF SO DESIRED.

FIRST COPY - EVALUEE'S COPY - WHITE

SECOND COPY - OBSERVER'S COPY - CANARY

