

ADULT EDUCATOR OBSERVATION EVALUATION

NAME OF EMPLOYEE

TITLE OF POSITION

Adult Learning Center/RSIP
LOCATION/DEPARTMENT

PERIOD COVERED

NAME OF APPRAISER (*PRINT OR TYPE*)

TITLE OF POSITION

Areas for Review	Effective	Developing	Ineffective	Evidence/Comments
<p><u>Planning and Preparation:</u></p> <p>1. Lessons demonstrate knowledge of instruction to promote student understanding and meet learner goals. Strategies for student engagement and achievement are incorporated.</p>				
<p>2. ESL Educator chooses appropriate objectives based on students' language levels that address listening, speaking, reading, writing and career goals as outlined in leveled IEEPs.</p> <p>ABE/HSE educator chooses appropriate objectives to enhance reading, writing and mathematics skills.</p>				
<p>3. Utilizes data from PER reports and technology resources (ex: ITTS, Prep Path) to assist students in making educational gains on the TABE exam.</p>				
<p><u>Instruction:</u></p> <p>1. Instruction is differentiated based upon the teachers' knowledge of students' learning styles and cultural characteristics.</p>				
<p>2. Educator creates a supportive environment to engage learners in purposeful and applicable instruction.</p>				

4. Appropriately utilizes technology to enhance instruction. (Site-Dependent)				
5. Educator scaffolds instruction moving students to ask, answer and hold discussions in order to promote higher leveled language skills. Questions and discussions are mostly student centered and level appropriate.				
<u>Classroom Environment:</u> 1. Provides a safe, respectful, productive and positive learning environment				
<u>Professional Responsibilities:</u> 1. Relationships and collaborations with colleagues are characterized by respect and cooperation. Educator exhibits professional workplace conduct.				
2. At least (6) of the required (12) annual, professional development are completed and are relevant to the teacher's growth as an adult educator.				
3. Educator maintains accurate student attendance records and required paperwork in a timely fashion.				

Summary

This lesson is rated _____

SIGNATURE OF EMPLOYEE*

SIGNATURE OF APPRAISER

DATE OF POST-CONFERENCE

**THIS SIGNATURE INDICATES THAT THE REPORT WAS RECEIVED & REVIEWED. IT DOES NOT NECESSARILY DENOTE AGREEMENT. EMPLOYEE COMMENTS CAN BE ADDED TO THIS REPORT.*

REVISED AUGUST 2017