

LAKEWOOD PUBLIC SCHOOLS
Instructional Specialist
FORMAL OBSERVATION SUMMARY FORM

Teacher:

Grade/Subject: ELA Coach

School: District

Tenured **Non-Tenured** _____

Date of Observation:

Post Conference Date:

Evaluator:

SUMMARY

Summary:

Curriculum:

Instructional Coaching:

Leadership:

Professional Development:

OBSERVATION SCORING SUMMARY FORM

Indicate the overall rating for each Domain as [D] Distinguished, [P] Proficient, [B] Basic, [U]Unsatisfactory.

Domain 1: Planning and Preparation:

Domain 3: Instruction:

Domain 2: The Classroom Environment:

Domain 4: Professional Responsibilities:

Signatures: Print Observer/Title

Signature of Observer/Title _____

Print Teacher

***Signature of Teacher**

Print Witness

****Signature of Witness**

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Date _____

*Signature of teacher indicates receipt of evaluation and does not indicate approval or disapproval.

** Witness signature may be needed in particular circumstances.

DOMAIN 1: PLANNING AND PREPARATION

COMPONENT	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
1a: Demonstrating knowledge of current trends in specialty area and professional development				
1b: Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program				
1c: Establishing goals for the instructional support program appropriate to the setting and the teachers served				
1d: Demonstrating knowledge of resources, both within and beyond the school and district				
1e: Planning the instructional support program, integrated with the overall school program				
1f: Developing a plan to evaluate the instructional support program				
DOMAIN 1 TOTAL				

Domain 1 PLANNING AND PREPARATION COMMENTS:
EVIDENCE:

DOMAIN 2: THE CLASSROOM ENVIRONMENT

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
2a Creating an environment of trust and respect				

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2b: Establishing a culture for ongoing instructional improvement				
2c: Establishing clear procedures for teachers to gain access to instructional support				
2d: Establishing and maintaining norms of behavior for professional interactions				
2e: Organizing physical space for workshops or training				
DOMAIN 2 TOTAL				
Domain 2 THE CLASSROOM ENVIRONMENT COMMENTS: EVIDENCE:				

DOMAIN 3: INSTRUCTION

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
3a: Collaborating with teachers in the design of instructional units and lessons				
3b: Engaging teachers in learning new instructional skills				
3c: Sharing expertise with staff				
3d: Locating resources for teachers to support instructional improvement				
3e: Demonstrating flexibility and responsiveness				
Domain 3 TOTAL				

**Domain 3 INSTRUCTION COMMENTS:
EVIDENCE:**

DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
4a: Reflecting on practice				

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4b: Preparing and submitting budgets and reports N/A			N/A	
4c: Coordinating work with other instructional specialists				
4d: Participating in a professional community				
4e: Engaging in professional development				
4f: Showing professionalism, including integrity and confidentiality				
DOMAIN 4 TOTAL				
Domain 4 PROFESSIONAL RESPONSIBILITIES COMMENTS: EVIDENCE:				

Recommendations:
