



INSTRUCTIONAL COACH OBSERVATION FORM

Date:

Evaluator:

Evaluatee:

Site/Department:

Grade/Subject:

Time/Period:

I. Use the Standards for Professional Learning as a reference for each element listed:

- ❖ 1= Does not meet standard
- ❖ 2= Partially meets standard
- ❖ 3= Meets standard

➤ “N/O” for “not observed” may be entered.

II. Enter an overall level for each standard in the first column.

- If a majority of the elements are scored at any one level, 1, 2 or 3; then that is the level for that standard.
- A standard without a majority of observed elements with the same score will be scored “2.”

LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	LEADERSHIP	
	1.1 Develop capacity for learning and leading.	
	1.2 Advocate for professional learning.	
	1.3 Create support systems and structures.	

LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	LEARNING COMMUNITIES	
	2.1 Engage in continuous improvements.	
	2.2 Develop collective responsibility.	
	2.3 Create alignment and accountability.	

LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	RESOURCES	
	3.1 Prioritize human, fiscal, material, technology, and time resources.	
	3.2 Monitor resources.	
	3.3 Coordinate resources.	

LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	DATA	
	4.1 Analyze student, educator, and system data.	
	4.2 Assess progress.	
	4.3 Evaluate professional learning.	

LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	LEARNING DESIGNS	
	5.1 Apply learning theories, research, and models.	
	5.2 Select learning designs.	
	5.3 Promote active engagement.	

LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	IMPLEMENTATION	
	6.1 Apply change research.	
	6.2 Sustain implementation.	
	6.3 Provide constructive feedback.	
	6.4 Modeling; Co-teaching lessons	
	6.5 Engages in coaching cycles	
LEVEL	PROFESSIONAL LEARNING STANDARD	Observation/Evidence of Standards
	OUTCOMES	
	7.1 Meet performance standards.	
	7.2 Address learning outcomes.	
	7.3 Build coherence.	

OBSERVATION SUMMARY

Evaluatee:

Site:

Date:

Summary of observation, documents and discussion:

Goal(s) related to teaching standards:
 Required if any standard score falls in "1 - Does not meet standard"

Actions and Resources related to Goal(s):

Standard 6 Focus Elements:

- 6.1 Establish professional goals and pursue opportunities to improve.
- 6.2 Model effective practices and continuous progress in school counseling.
- 6.3 Adhere to professional codes of ethics, legal mandates and district policies.

Summary of progress on Standard 6:

Next Anticipated Evaluation: _____

Evaluator Signature: _____

Evaluatee Signature: _____ **Date:** _____

This report has been discussed with me in conference with the evaluator and I have received a copy of the Observation Form and Observation Summary. An opportunity has been extended to me to attach comments concerning this evaluation. Evaluatee's signature does not indicate agreement or disagreement with the evaluation.