

RESA 7 OBSERVATION FORM

Substitute Training Program

For RESA 7 Counties Only: Barbour, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, Upshur

RESA 7 Substitute Teacher Training Guided Classroom Observation Component

Name: _____ **School:** _____ **Date:** _____

Prior to your classroom observation experience, check in at the principal's office and introduce yourself. Ask for a copy of the student handbook. Have someone show you to the class that you will be observing, if you are not familiar with the school.

Introduce yourself to the teacher. Ask for a description of the lesson that will be presented and copies of books or materials you may need to follow along. If possible, try to obtain a copy of the teacher's lesson plan, seating chart, and classroom management plan. Take a seat in the back of the room or area where can observe the teacher and all the students. Remember that you are there as an observer, not a participant.

II. Classroom Climate:

- Describe the classroom setting, seating arrangements, bulletin board(s), and general classroom décor.

- What evidence is there of student work or projects?

- Are there motivational or encouraging displays?

- Are there workstations for independent work or small group work?
- What types of technology/media do you see?
- Is the classroom student friendly and inviting? Describe why or why not.

II. **Classroom Management:**

- Describe the manner in which the teacher interacted with students.
- Did the teacher greet students as they entered the classroom?
_____ Yes _____ No
- How did the teacher prepare the class to begin the lesson?
- How did the teacher get the student's attention focused on the lesson?

- Were all students prepared for class with paper, pencil, homework, etc.?
_____ Yes _____ No
- Was the teacher prepared for class with all needed instructional materials at hand?
_____ Yes _____ No

III. **Instructional Strategies:**

- Describe the strategies used to deliver the lesson. (i.e. lecture, PowerPoint presentation, SmartBoard/Electronic Whiteboard presentation, etc.)
- How much time was spent explaining the lesson or lecturing? Was it an adequate explanation?
- Did students participate in directed discussion?
_____ Yes _____ No
- Were questions directed to the class as a whole?
_____ Yes _____ No
- What was the level of student participation?
- Were students actively engaged in learning? How?

- What types of technology/media did the teacher and/or students use?

IV. **Key Points of the Lesson:**

- Summarize the main points of the lesson as they were presented to the class.

- List the WV CSOs (Content Standards) addressed in the lesson.

- How were the main points presented to the students?

- Did the teacher modify the lesson for special needs students?
____ Yes ____ No

- Was new terminology explained?
____ Yes ____ No

- Did students have the opportunity to ask questions for further clarification?
____ Yes ____ No

- Did the teacher demonstrate or model the work to be done?
____ Yes ____ No

- Were students encouraged to take notes where appropriate?
____ Yes ____ No

V. **Time Management:**

- Approximately what percent of class time was spent on-task?
- What types of interruptions did you observe—announcements, fire drills, disciplining, or other disruptions?
- Did students waste time during or at the end of the class session?
 Yes No
- Was there sufficient time to cover all the main points of the lesson?
 Yes No
- Was there time to summarize the key points?
 Yes No
- Was there time to sufficiently explain any homework assignments?
 Yes No

VI. **Teacher-student rapport:**

- Describe the teacher's manner of interacting with the students.
- Did the teacher speak loudly enough without having to shout?
 Yes No
- Did the teacher speak clearly and with enthusiasm?
 Yes No

- Did the teacher avoid sarcasm and ridicule?
 Yes No
- Did the teacher give students credit and praise when warranted?
 Yes No
- Did the teacher use humor where appropriate?
 Yes No
- Did the teacher use personal experiences to illustrate points of the lesson?
 Yes No

VII. **Classroom Discipline:**

- Describe how the teacher maintained order in the classroom.
- Describe any disciplinary action you observed (don't mention specific students).
- Did the teacher stay calm and avoid arguing?
 Yes No
- Did the teacher speak objectively using the facts?
 Yes No
- After determining the cause of the inappropriate behavior, did the teacher reprimand or correct the students fairly?
- Would you have reacted differently? If so, how?
- Did the teacher avoid reinforcing negative behaviors?
 Yes No

- Keep track of the number of positive and negative reinforcements given by the teacher during your observation time. Based upon the recommended ratio of one negative to eight positive comments, what is the primary method the teacher is using to control student behavior?

Principal: _____ School Phone: _____

Teacher Signature(*required*): _____ Date: _____

of hours observed: _____ out of 6 total hours required

(If multiple locations were used, use the area below for additional signatures.)

Principal: _____ School Phone: _____

Teacher Signature(*required*): _____ Date: _____

of hours observed: _____ out of 6 total hours required

Principal: _____ School Phone: _____

Teacher Signature(*required*): _____ Date: _____

of hours observed: _____ out of 6 total hours required

Principal: _____ School Phone: _____

Teacher Signature(*required*): _____ Date: _____

of hours observed: _____ out of 6 total hours required

This form will be turned in at the Face-to-Face Session. Please hold on to it until then. Let Mary Lewis know when you have completed these observations by emailing her at mlshull@access.k12.wv.us.