

**TEACHER ASSESSMENT AND  
DEVELOPMENT SYSTEM  
Pre-School Faculty  
OBSERVATION REPORT**

Teacher's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Subject Area or Grade Observed: \_\_\_\_\_

Times of Observation: from \_\_\_\_\_ to \_\_\_\_\_

Signature of Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

(Teacher's signature means only that the teacher has seen and received the document)

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**ASSESSMENT:**

CODES: 5 = Excellent 4 = Very Good 3 = Good 2 = Average 1 = Needs Improvement

**I. PERSONAL QUALITIES:**

- a. \_\_\_\_\_ Enthusiasm
- b. \_\_\_\_\_ Leadership Qualities
- c. \_\_\_\_\_ Dependability
- d. \_\_\_\_\_ Attitude in general
- e. \_\_\_\_\_ Appearance
- f. \_\_\_\_\_ Organizational skills
- g. \_\_\_\_\_ Interpersonal Relations

COMMENTS: \_\_\_\_\_

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**II. PREPARATION & PLANNING/ ORGANIZATION**

- a. \_\_\_\_\_ There is evidence of preparation & planning.
- b. \_\_\_\_\_ Organized & up-to-date Lesson Plans have been completed.
- c. \_\_\_\_\_ Bi-weekly Reports are up to date and appropriately written.
- d. \_\_\_\_\_ Evidence of organized classroom activities
- e. \_\_\_\_\_ Classroom is well organized and decorated with student classwork and art work.
- f. \_\_\_\_\_ Cubbies have name labels and learning centers are equipped and classified properly.

COMMENTS: \_\_\_\_\_

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**III. CLASSROOM MANAGEMENT**

- a. \_\_\_\_\_ Students are on task.
- b. \_\_\_\_\_ Behavior is managed properly.
- c. \_\_\_\_\_ Teacher uses strategies to prevent, identify & redirect off-task learners.
- d. \_\_\_\_\_ Teacher administers activities well so students are able to understand expectations and work efficiently with little disruption.
- e. \_\_\_\_\_ Clear communication skills are observed when teacher is reinforcing discipline.

COMMENTS: \_\_\_\_\_

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**IV. KNOWLEDGE OF SUBJECT MATTER**

- a. \_\_\_\_\_ Teacher demonstrates knowledge of subject matter while teaching.
- b. \_\_\_\_\_ Teacher is fully prepared for class presentation

COMMENTS: \_\_\_\_\_

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**V. TECHNIQUES OF INSTRUCTION**

- a. \_\_\_\_\_ Instructional materials and methods are appropriate to the needs and abilities of the learners.
- b. \_\_\_\_\_ Students performance on learning objectives is monitored.
- c. \_\_\_\_\_ Opportunities are provided for verbal interaction.
- d. \_\_\_\_\_ Opportunities are provided for active involvement.
- e. \_\_\_\_\_ Appropriate media is used to facilitate involvement.
- f. \_\_\_\_\_ Instruction follows a sequence.
- g. \_\_\_\_\_ Clear explanations and directions are provided.
- h. \_\_\_\_\_ Directions and explanations are clarified when necessary.
- i. \_\_\_\_\_ Directions and assignments are clearly communicated.
- j. \_\_\_\_\_ Evidence of clear instructional strategies and sequence.
- k. \_\_\_\_\_ Thematic units are being developed appropriately.
- l. \_\_\_\_\_ There is evidence of hands-on activities.

COMMENTS: \_\_\_\_\_

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**VI. TEACHER-STUDENT RELATIONSHIP**

- a. \_\_\_\_\_ Good interaction between teacher and student observed.
- b. \_\_\_\_\_ Teacher demonstrates sweetness and understanding.
- c. \_\_\_\_\_ Clear communication and appropriate language is being utilized.

COMMENTS: \_\_\_\_\_

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