



Daily Observation

ASSESSMENT SHOULD BE TYPED OR COMPLETED IN BLACK INK

Evaluatee _____ Evaluator _____

Date _____ Subject _____ Grade _____

Evaluation Code

- 4 Consistently **exceeds** entire performance expectations
- 3 Consistently **meets** entire performance expectations
- 2 Meets performance expectations on most occasions
- 1 Needs improvement in performance expectations on most occasions
- NA Not observed/applicable

Evidence/Comments	
The teacher(s):	Code
began and ended class on time	
prepared for the class	
dressed properly and had a clean appearance	
presented a well organized lesson	
made lesson objectives clear to the students	
was interested and enthusiastic	
voice was audible	
communicated the subject matter to the students	
was receptive to student questions	
answered questions clearly	
managed the classroom environment and kept order	
made sure students were given feedback on their achievement of lesson objectives	
summarized the lesson	
In demonstrating a concept or principle, the teacher:	Code
selected an example of the concept which could be easily demonstrated	
set up the demonstration where it could be easily viewed by each student	
related the new concept to students' previous experience or instruction	
defined terms or gave background information when necessary	
had all material and equipment ready for use	
started lesson properly, had an appropriate induction	
performed the steps of the demonstration in a logical order	
observed students to see that they were following the demonstration	
summarized key points during the demonstration or at the conclusion of the demonstration	
determined students' comprehension of the concept by some form of feedback	
used visual aids to illustrate any steps which were difficult to observe	
had students analyze a new situation in relation to the concept	

Comments: