**ADDISON CENTRAL SCHOOL DISTRICT**

**Classroom Observation Report**

**Classroom Teaching Assistant**

**Probationary Tenured**

Name of Teaching Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Formal Observation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rubric Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_ HEDI Rating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Summary of the Lesson (Provide context for lesson, student learning outcomes)

|  |  |  |  |
| --- | --- | --- | --- |
| Domain 1: Planning and Preparation | | Domain 2: Classroom Environment | |
| 1a. Provides feedback to teachers RE: student understanding/performance |  | 2a. Demonstrates good judgment and reacts calmly and in a professional manner to student behavior while providing safe interventions |  |
| 1b. Assist in gathering and recording data about performance and behavior of students |  | 2b. The teaching assistant’s words and action contribute to an environment of respect and rapport |  |
| 2c. Treats students in a respectful, fair and impartial manner |  |
| 1c. Assists in adapting instructional strategies, materials and supplies according to the student needs |  |
|  |  |
| 2d. Facilitates small/large groups of students |  |
| 2e. Has direct and on-going communication with teacher(s) and related staff as well as participates in team problem solving efforts |  |
| Domain 4: Professional Responsibilities | | Domain 3: Instructional Environment | |
| 4a. Interpersonal skills |  | 3a. Implements instructional lesson plans |  |
| 4b. Showing professionalism |  | 3b. Communicates clearly and accurately |  |
| 4c. Growing and Developing Professionally, continually seeks to improve instructional support (reflects one’s work with student; utilizes available resources. |  | 3c. Demonstrates flexibility and ability to adjust lessons |  |
| 4d. Demonstrates a willingness to participate in ongoing staff development |  | 3d. Fosters student independence |  |
| 4e. Use technology tools for communication and productivity as provided by the district. |  |  |  |

**Evidence of Teaching**

**Domain 1: Planning and Preparation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Unsatisfactory** | **Basic** | **Proficient** | **Distinguished** |
| *1a: Provides feedback to teachers re: student understanding/performance.* | The TA has not taken responsibility to collect and record performance data on students. | Has the understanding and is able to collect and record performance data (observations) on students. | Is capable of obtaining and recording accurate, relevant data and has a broad knowledge on ways that observations are recorded. | In addition to knowing how to obtain accurate information, they are capable of developing a data collection system. |
| *Evidenced by:* | | | | |
| *1b: Assists in gathering and recording data about performance and behavior of students.* | The TA has not taken responsibility to collect and record performance data on students. | Has the understanding and is able to collect and record performance data (observations) on students. | Is capable of obtaining and recording accurate, relevant data and has a broad knowledge on ways that observations are recorded. | In addition to knowing how to obtain accurate information, they are capable of developing a data collection system. |
| *Evidenced by:* | | | | |
| *1c: Assists in adapting instructional strategies, materials and supplies according to the student needs.* | Has limited knowledge of the process of adapting and modifying materials according to the needs of the student. | Is able to understand and demonstrate the adaption process when looking at the needs of the student(s) and can provide an appropriate alternative activity. | Can successfully collaborate with educational team on meeting the student needs in adapting lesson plans. | Takes a leadership role on the educational team in providing anecdotal observation, written or oral of student needs. |
| *Evidenced by:* | | | | |

**Evidence of Teaching**

**Domain 2: Classroom Environment**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Component** | **Unsatisfactory** | | **Basic** | | **Proficient** | | **Distinguished** | |
| *2a: Demonstrates good judgment and reacts calmly and in a professional manner to student behavior while providing safe interventions* | Unable to demonstrate sound judgment in regard to student behaviors. | | Is knowledgeable of prevention strategies and is able to implement effectively some of the time. | | Identifies prevention opportunities and antecedents to behavior while employing effective use of interventions most of the time. | | Recognizes impact of own behavior on others and is able to analyze incidents to determine appropriate future interventions. | |
| *Evidenced by:* | | | | | | | | |
| *2b: The Teaching Assistant’s Words and actions contribute to an environment of respect and rapport.* | Unable to show respect in regard to students. | | Observes students, becomes familiar with their needs and responds appropriately. | | Demonstrates knowledge of individual students and responds appropriately. | | Communicates and has a positive working relationship with staff, collaborates and advocates on behalf of students. | |
| *Evidenced by:* | | | | | | | | |
| *2e. Has direct and on-going communication with teacher(s) and related staff as well as participates in team problem solving efforts.* | | *Unable or unwilling to communicate with teacher and related staff.* | | *Learns effectively and appropriate communication techniques and procedures to actively participate in team problem solving.* | | *Participates and contributes to all program communication efforts and provides input and information to team.* | | *Interacts knowledgeably and effectively with colleagues and staff, while creating solutions and demonstrating conflict resolution skills.* |
| *Evidenced by:* | | | | | | | | |

**Evidence of Teaching**

**Domain 3: Instruction**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Component** | **Unsatisfactory** | | **Basic** | | **Proficient** | | **Distinguished** | |
| *3a: Implements instructional lesson plans* | Has limited knowledge and understanding of the roles and responsibilities of preparing, implementing and evaluating the instructional plan. | | Has knowledge and understanding of the roles and responsibilities of preparing, implementing and evaluating the instructional plan. | | Has the ability to implement the basic level of performance and can successfully monitor and adjust the instructional plan based on student needs. | | Seeks out additional information and resources to provide training and support to others as it relates to the instructional process. | |
| *Evidenced by:* | | | | | | | | |
| *3b: Communicates clearly and accurately* | Has limited understanding of the importance of effective communication strategies with students and staff. | | Has an understanding and can demonstrate the importance of effective communication strategies with students and staff. | | Can effectively communicate instructional goals and objectives so as to maximize student learning. | | The teaching assistant is able to reflect on and implement effective communication and conflict resolution strategies. | |
| *Evidenced by:* | | | | | | | | |
| *3d. Fosters student independence* | | Is unable to inclusive strategies that promote student independence. | | Knows and implements strategies to promote student independence some of the time. | | Knows and implements strategies to promote student independence most of the time. | | Can implement and encourage collaboration of educational team on promoting student independence. |
| *Evidenced by:* | | | | | | | | |

**Evidence of Teaching**

**Domain 4: Professional Responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Unsatisfactory** | **Basic** | **Proficient** | **Distinguished** |
| *4a: Interpersonal skills* | Unable to demonstrate sound judgment in interactions with others. | Treats others with respect and shows a commitment to good interpersonal interactions. | Demonstrates an understanding and appreciation of the contributions of people with diverse backgrounds and work styles. | Uses the unique contributions of others to help create an effective work team. |
| *Evidenced by:* | | | | |
| *4b:Showing professionalism* | Unable to demonstrate a positive e work ethic | Ability to maintain confidentiality; demonstration of work ethic; positive behavior; appropriate dress; good attendance and timelines to work some of the time. | Ability to maintain confidentiality; demonstration of work ethic; positive behavior; appropriate dress; good attendance and timelines to work most of the time. | Manages times effectively and prioritizes work appropriately. Consistently demonstrates professional behavior, attitude,, and work ethic and continually strives to improve performance. |
| *Evidenced by:* | | | | |
| *4d. Demonstrates a willingness to participate in ongoing staff development* | Does not participate in staff development activities. | Access opportunities for suggested district staff development activities. | Actively participates in staff development activities and seeks new information and opportunities to share with others. | *Takes initiative and actively participates in staff development activities and assists in planning and implementation of such activities.* |
| *Evidenced by:* | | | | |
| *4e. Use technology tools for communication and productivity as provided by the district.* | *Unable to demonstrate basic use of technology* | *Demonstrate the ability to use phone, email, computer software for routine communication and instructional material.* | *Uses technology to organize and improve efficiency of communication and instruction.* | *Promotes and assists others in the use of technology to improve communication and instruction.* |
| *Evidenced by:* | | | | |

Name of Teaching Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas of Strengths

Areas for Growth

**We have conducted a conversation on the above items.**

Teaching Assistant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_