

## *Checklist for the Evaluator*

### *Preparation For The Visit*

- Am I inwardly and outwardly prepared for the evaluation visit?
- Do I have copies of all the relevant material?
- Do I know what the school expects of me?
- Do I know to what group or committee I am responsible?
- Do I know how to reach my contact person (phone and email) at the school?
- Have I read the teacher's self-evaluation?
- Have I set up a phone conversation or a meeting with the teacher prior to my visit?
- Do I have a schedule for my visit?
- Am I conscious of the teacher's questions as well as the questions of the school?

### *Initial Meeting with the Teacher*

- How did I help us form a positive working relationship prior to the observation?
- Did we review the teacher's self-evaluation together?
- Did I ask the teacher about additional questions?
- Did I ask the teacher if there were anything that he or she would like me to observe?
- Was I able to listen without jumping to conclusions?
- Is my interest in this person genuine?

### *The Classroom Observation*

- Did I arrange with the teacher where to sit and what to do in order to be most unobtrusive?
- Did I take in impressions without falling into sympathy or antipathy?
- Did I make observations objectively?
- Was I able to be inwardly calm?
- Was I able to bring myself into the right mood for the children?
- Was I a supportive presence for the teacher?

### *The Post-Observation Conversation*

- Were there sufficient time and a private space for an in-depth conversation?
- Did I ask the teacher if the day was typical or not?
- Did I allow the teacher to speak first?

- Did I offer my observations before offering any interpretations?
- Did I ask the teacher to explain why certain things were done as they were?
- Did I share out of my own experiences?
- Did I refrain from overwhelming the teacher with multiple suggestions?
- Was I honest in sharing my concerns?
- Did we agree on concrete objectives?
- Were we able to find together a key to the teacher's future development?

### *The Written Report*

- Were my communications clear, professional and addressed to the appropriate persons?
- Did I ask the teacher to review the report for inaccuracies?
- Was there a fair balance of commendations and recommendations in the report?
- Were specific goals, timelines and support suggested in the report?
- Were options for professional development opportunities noted when appropriate?
- Did I respect agreements for confidentiality?