

Academic Liaison - After School Staff Observation Tool

Staff Name: _____

Evaluation Date: _____

By: _____

| | Meets the Standard | Approaching the Standard | Needs More Time to Develop | |
|---|--------------------|--------------------------|----------------------------|-----|
| General: | | | | |
| 1. The Program Leader is well prepared (i.e. materials, etc.) | 3 | 2 | 1 | N/A |
| 2. Students are treated with respect | 3 | 2 | 1 | N/A |
| 3. Expectations are fair and consistent | 3 | 2 | 1 | N/A |
| 4. Program Leader is positive | 3 | 2 | 1 | N/A |
| 5. Students are supervised at all times | 3 | 2 | 1 | N/A |

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|--|--------------------|--------------------------|----------------------------|-----|
| Lesson: | | | | |
| 1. Activity is hands-on and age-appropriate | 3 | 2 | 1 | N/A |
| 2. Program Leader models, shows examples, and gives students time to practice | 3 | 2 | 1 | N/A |
| 3. Accessible to multiple intelligences (visuals, movement, technology, etc.) | 3 | 2 | 1 | N/A |
| 4. Relationship building and small groups were incorporated | 3 | 2 | 1 | N/A |
| 5. There is time to debrief and reflect | 3 | 2 | 1 | N/A |
| 6. Program Leader checks in with students throughout lesson to monitor understanding | 3 | 2 | 1 | N/A |
| 7. Program Leader offers specific feedback | 3 | 2 | 1 | N/A |
| 8. Instructions are clear and direct; goals/objectives shared with students | 3 | 2 | 1 | N/A |
| 9. Lesson activities flow smoothly | 3 | 2 | 1 | N/A |
| 10. Lesson began with activation of prior knowledge | 3 | 2 | 1 | N/A |
| 11. Activity is focused on specific | 3 | 2 | 1 | N/A |

| | | | | |
|--|---|---|---|-----|
| skills and/or concept | | | | |
| 12. Program Leader ask open ended questions to encourage critical thinking | 3 | 2 | 1 | N/A |

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|--|---------------------------|---------------------------------|-----------------------------------|-----|
| Classroom Management: | | | | |
| 1. Positive incentives are used | 3 | 2 | 1 | N/A |
| 2. Expectations/rules are established and enforced | 3 | 2 | 1 | N/A |
| 3. Program Leader uses effective attention signals | 3 | 2 | 1 | N/A |
| 4. Program Leader is aware of all students (walks around room, etc.) | 3 | 2 | 1 | N/A |
| 5. Students know routines and basic structure of the day | 3 | 2 | 1 | N/A |
| 6. There is good time management | 3 | 2 | 1 | N/A |
| 7. Community Building language is used (i.e. we, us, community") | 3 | 2 | 1 | N/A |
| 8. If conflict arises, Program Leader utilizes Restorative Questions/Strategies to resolve | 3 | 2 | 1 | N/A |

Please answer the following questions with as much detail as possible to the best of your ability (provide concrete examples when necessary):

1. What were the staff member's greatest strengths? What was done really well?

2. What skill(s) or areas of the lesson could be improved on?

3. What other useful feedback can you offer?

