**Classroom Visitation**

What to Look For; Encouraging Feedback; Helpful Follow-up

CASBI—March 2014—Jonas Sauder

Classroom visitors

1. Parents
2. Board members/ministers
3. Principal

Purposes of visits:

1. Interest, support, encouragement
2. Information gathering
3. Evaluation
4. **Parent visits**
5. Purposes

1. Shows interest in & support for the school.

2. Provides opportunity to experience child’s daily setting.

1. Suggestions
2. Encourage parent visits.
3. Invite them to leave written response.
4. Guest book
5. Comment slip to be left with teacher (see sample)
6. Parental encouragement is always welcome; concerns must be channeled properly.
7. **Board member (minister) visits**
8. Purposes
9. Support & encourage teachers and students.
10. Be informed & have firsthand experience regarding…
11. Teacher performance and relationships in the classroom.
12. Classroom spirit/attitudes/habits.
13. Special needs such as problem students or teacher overload.
14. Suggestions
15. Remember who you are; your role; purpose of visit.
16. Ask yourself questions…
17. Does what I see in action match what we as a board envision for the school?
18. Does this teacher/room need additional resources that the board might provide?
19. What ideas does this visit bring to mind for me to report or suggest to the board?
20. Leave a written response (guest book or slip—see above).
21. **Principal visits**
22. Purposes/types
23. Informal drop-ins to maintain pulse of the room
24. Formal visits for evaluation of…
25. Teacher’s performance
26. Student performance
27. Facilities and curriculum in action
28. Initiated by principal; requested by teacher; scheduled
29. Diagnostic visits…
30. Identify specific activities that the teacher performs well.
31. Identify issues that cause difficulties in relationships, learning, or behavior.
32. Help teachers clarify and address issues.
33. Suggestions
34. Drop in unannounced occasionally.
35. Schedule the time; invite teacher to help set the purpose of your visit.
36. Items to observe(see check sheet for more detail)
37. Teacher’s skills
38. Lesson presentation: clear, purposeful
39. Classroom management manners & procedures
40. Student performance
41. Response to teacher
42. Work habits
43. Special needs apparent: academic, emotional, social
44. Relationships
45. Teacher-student
46. Teacher-class
47. Student-student
48. Student w/curriculum and surroundings
49. General observations
50. Classroom atmosphere; school spirit; work habits
51. Adequate Furnishings?... lighting, furniture, library, chalkboards
52. Any apparent frustrations?
53. **Follow-up**
54. Teachers deserve to know what **visitors** think. Smile; bless & encourage them.
55. If there’s no time at the visit, find opportunity to chat with the teacher later.
56. Name something specific that you noticed and appreciated.
57. Feel free to ask a question about something you wonder about.
58. **Principals/evaluators** should schedule a time to review formal visits.
59. Use notes to direct helpful discussion. (see form)
60. Identify what the teacher is doing well.

Teaching technique? Management? Clear explanations?

How a question was answered or a situation was addressed?

1. Ask the teacher what questions she has—what she’d like to discuss—

Behavior? Grading? Curriculum issues? Specific student? A particular class?

1. Discuss areas of difficulty or concern.
2. Ask the teacher what you can do to help.
3. Invite the teacher to ask any other questions or make suggestions.