**Visitor’s Classroom Observation Checklist**

For each item, write the number that indicates your perspective after visiting the classroom.

Date\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class / subjects\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of visit \_\_\_\_\_\_\_\_\_\_\_\_\_

1—Commendable 2—Satisfactory 3—Attention needed

Please add comments as appropriate to explain what you mean.

1. \_\_\_ Classroom atmosphere seems orderly, pleasant and purposeful.
2. \_\_\_ Classroom arrangements, bulletin boards, charts, and other displays look purposeful, fresh, engaging and pleasant.

The teacher…

1. \_\_\_ uses effective eye contact with students; gets and holds their attention.
2. \_\_\_ shows understanding of the subjects & interest in the lessons being taught.
3. \_\_\_ speaks and explains lessons and instructions clearly and distinctly.
4. \_\_\_ treats the students kindly and firmly, with orderly procedures.
5. \_\_\_ shows personal warmth and enthusiasm.

The students…

1. \_\_\_ display good attitudes: respect, cheerfulness, diligence, work habits

Something I noticed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**Principal’s Classroom Observation Checklist**

Date\_\_\_\_\_\_\_\_\_\_\_ Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class / subjects\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Length of visit \_\_\_\_\_\_\_\_\_\_\_\_\_

1—Commendable 2—Satisfactory 3—Attention needed

I. Lesson presentation

1. \_\_ Lesson has clear purpose and objectives.

2. \_\_ Explanations & demonstrations are helpful and engage the students.

3. \_\_ Questions are thought-provoking; help students learn.

4. \_\_ Plans include tailoring to meet individual student needs as necessary.

5. \_\_ New assignment is clearly explained and purposeful.

6. \_\_ Lesson was organized; transitions were smooth.

II. Teacher’s interaction with students

1. \_\_ Gets and holds student attention and interest; makes good eye contact.
2. \_\_ Shows impartiality.
3. \_\_ Addresses individual student needs/questions/issues.

III. General

1. \_\_ Maintains cheerful, authoritative, purposeful poise.
2. \_\_ Notices and addresses needed correction and discipline.
3. \_\_ Classroom procedures for good order are planned and managed effectively.
4. \_\_ Room atmosphere is pleasant and purposeful.

IV. Comments, Questions, Items for further discussion or followup: