

Formal Evaluation Checklist

Teacher

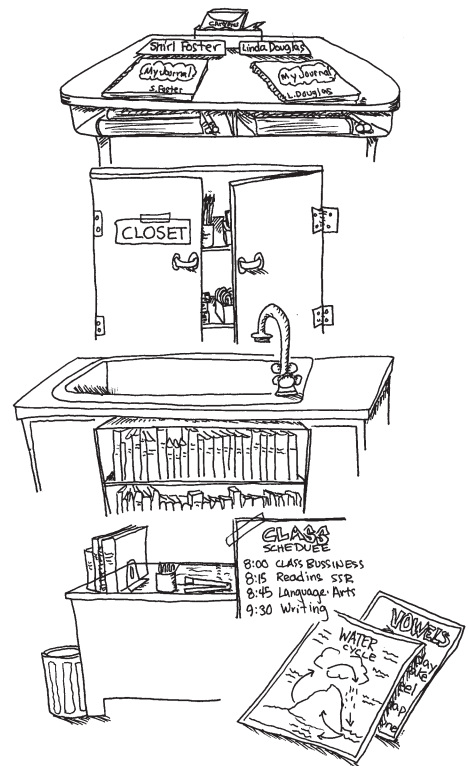
- Know when you are scheduled for a formal evaluation.
- On the day of the evaluation, present yourself well professionally:
Dress appropriately, be confident, and relax.

Lesson

- Meet with your evaluator and discuss what he or she is expecting to observe.
- Find out what lesson plan format should be used.
- When planning, consider the three types of learners: auditory, visual, and kinesthetic.
- Type up your lesson plan, and submit it to your evaluator in advance of your scheduled observation.

Classroom

- The floor is clean and free of debris.
- Closets are clean and free of clutter.
- Worktables are clean and the sink area is dry and orderly.
- The teacher's desk is neat and organized.
- The tops of students' desks are neat and clean.
- The contents of students' desks are neatly arranged.
- Bookcases are neatly arranged.
- The furniture arrangement facilitates instruction and easy circulation.
- An independent reading area is arranged for student comfort and accessibility.
- Captions on bulletin boards promote critical thinking, with open-ended questions.
- Current student work is displayed on bulletin boards.
- The classroom environment is print-rich, with abundant charts and graphs.
- The class schedule is posted.
- Content standards are displayed.
- The following items are visible or available.
 - Student work sample folders
 - Student portfolio boxes
 - Lesson plans
 - Assessments
 - Grade book
 - Discipline plan and class rules
- The emergency bag is up-to-date and visible.



Lesson _____

Date _____

Time _____

Evaluator _____