



Adult ESOL & Literacy Grant Program (AELG)
CLASSROOM OBSERVATION OF PART-TIME FACULTY

Instructions: During the first session of instruction and at least once every two years, the part time faculty will be observed by the Instructional Support Trainer in the department. More frequent observations may be required by the director. **P&P 36001.v.**

Instructor Being Observed:
Course:
Date of Observation:
students present

Session/Year:
Campus:
Observer:

Scoring:

4 = Exceeds Expectations, 3 = Meets Expectations, 2 = Improvement Needed, 1 = Does Not Meet Expectations

NO = Not Observed, NL = Not observed, but included in the lesson plan

PROGRAM	CURRICULAR GOALS	SCORING	COMMENTS
ESOL	1. Lesson is focused on ELP/CCR/Maryland Content Standards and/or CASAS Competencies		
ESOL	2. Utilizes integrated skills approach, teaching all the skill areas		
ESOL	3. Includes critical thinking tasks		
ESOL	4. Includes numeracy related tasks		
ESOL	5. Incorporates activities related to College and Career Readiness		
ESOL	6. Includes digital literacy skill development (uses smartphones, classroom-based technology, if available)		
ESOL	7. (For EL/Civic classes) Incorporates material related to Civics		

INSTRUCTIONAL EFFECTIVENESS	SCORING	COMMENTS
8. Presents a well-organized, cohesive lesson with an introduction, outcomes to be achieved for the class period and conclusion based on curriculum frameworks		
9. Uses instructional techniques that address diverse learning styles		
10. Utilizes sufficient student to student interaction, including group work, Think/Pair/Share		

11. Is prepared for class (e.g. comes with notes or outline, handouts are ready)		
12. Encourages student participation (e-g. knows students by name, asks effective questions for student engagement, engages all students, dignifies students errors)		
13. Communicates effectively (e.g. audible, appropriate pacing, repetition, clear articulation, clear writing)		
14. Emphasizes key points and gives illustrations, examples if appropriate		
15. Demonstrates knowledge of subject matter		
16. Demonstrates good rapport with the students		
17. Use the assigned textbook appropriately to facilitate learning		
18. Answers student's questions effectively		
19. Utilizes appropriate assessment techniques to determine whether outcomes have been met		

EFFECTIVE CLASSROOM AND TIME MANAGEMENT	SCORING	COMMENTS
1. Begins and ends class on time		
2. Organizes instructional time effectively		
3. Creates a positive learning environment		
4. Deals with behavior issues effectively		
5. Students were focused on task		

SUMMARY OF OBSERVATION, ADDITIONAL COMMENTS

PART-TIME INSTRUCTOR'S COMMENTS AND RESPONSE: (OPTIONAL)

OVERALL, THE ABOVE NAME PART-TIME FACULTY MEMBER'S EVALUATION WAS

Satisfactory _____

Unsatisfactory _____

SIGNATURES:

Observer

Date

Part-Time Faculty Member

Date