



## SAMPLE MATERIAL

### Teacher Observation Report

Marshall Elementary School, California

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Organize Instruction

This *Teacher Observation Report* was prepared by the Expanded Collaboratives for Excellence in Learning (ExCEL), a San Francisco Unified School District organization that partners with local agencies such as Mission Graduates to provide after-school programs at sites like Marshall Elementary School. The observation report aids lead teacher observation of after-school teachers for program improvement purposes.

The lead teacher is asked to describe the activity being observed and discuss the success and areas for improvement. Space is also included for ideas or suggestions for how the activity could be modified. A large portion of the observation report is devoted to the lead teacher's proposed next steps for the after-school teacher. On the back of the form, there is a checklist and space for the observer to make notes about factors such as:

- Alignment with standards
- Academic and behavioral support
- Appropriateness of the activity

- Student engagement
- Behavior problems
- Physical and emotional climate
- Literacy and math components
- Best practices
- Concerns

To learn more about after-school teacher observation at Marshall Elementary, view the *After-School Support to English Language Learners* slideshow.



## ExCEL After School Program Lead Teacher OBSERVATION REPORT



**Date:** \_\_\_\_\_ **School Site:** \_\_\_\_\_

**Directions:** Please use this form to provide specific observational feedback of an activity or lesson facilitated by an after school program leader/teacher.

<b>Activity Observed:</b>	<b>Instructor:</b>
<b>Grade Level(s):</b>	<b># of students in attendance:</b>
<b>Start Time:</b>	<b>End Time:</b>

**Provide a brief description of activity observed:**

<b>Successes</b> What aspects of the activity did you find to be successful?	<b>Challenges</b> What aspects of the activity did you find needs improvement?	<b>Suggested Modifications</b> Describe improvements/changes that could be made to help the Program Leader.

**Based on your observation, (refer to Observation Analysis and Successes, Challenges, and Suggested Modifications), what should be the next steps for Program Leader to improve performance?**

<b>OBSERVATION ANALYSIS</b>				
<b>INSTRUCTIONS:</b> Check Yes, No or N/A for each question. If "No" is selected, indicate the reasons why by describing below.				
1.	Was the activity reasonably aligned with content standards?	YES	NO	N/A
2.	Did students receive academic support?	YES	NO	N/A
3.	Was the activity instructionally & developmentally appropriate?	YES	NO	N/A
4.	Were the students actively engaged and participating in activities?	YES	NO	N/A
5.	Is there evidence that the environment is conducive to learning new skills and improving existing skills?	YES	NO	N/A
6.	Did students receive positive behavioral support?	YES	NO	N/A
7.	Were there any behavior problems? If Yes, please describe:	YES	NO	N/A
8.	Did the environment appear to be physically and emotionally safe?	YES	NO	N/A
9.	Please indicate LITERACY COMPONENTS observed. (Reading, Writing, Speaking, Listening) (Include details such as print rich environment, varied reading material, visual aids, note taking, recording ideas, journaling, etc.)			
10.	Please indicate MATH COMPONENTS observed. (Number Sense/Computation, Algebra & Functions, Stats, Math Reasoning) (Include details such as math manipulatives/games, visual aids, note taking, recording ideas, journaling, etc.)			
11.	Were there any major concerns? ◦If Yes, please describe:	YES	NO	
12.	Were there any best practices/highlights to share with others? If Yes, please describe:	YES	NO	
<b>LEAD TEACHER:</b> Please debrief with Program Leader and make suggestions based on your observation for continued support and growth.  Lead Teacher: _____			Date:	