

Pre-K and Kindergarten Teacher Informal Observation Checklist

Teacher: _____ Date Observed: _____

Observer: _____

Teacher “Look Fors” <i>The teacher...</i>	
GOALS	<p>_____ Develops learning goals that are developmentally appropriate and includes them in lesson plans.</p> <p>_____ Structures lessons to meet class and individual student goals and assesses if students have met their goals.</p> <p>_____ Sets personal short- and long-term goals and takes responsibility for own professional growth.</p>
PLANNING & PREP	<p>_____ Arranges the physical classroom and teaching activities primarily with learning centers.</p> <p>_____ Provides a variety of materials for hands-on learning (rather than worksheets).</p> <p>_____ Creates engaging tasks that are developmentally appropriate.</p> <p>_____ Day-to-Day Plans: uses the current Mississippi four-year-old or Kindergarten learning standards and other research–based instructional tools/strategies to develop lesson plans.</p> <p>_____ Day-to-Day Plans: includes provisions for individual student needs including students who have disabilities, are gifted, and are struggling learners.</p> <p>_____ Long-term Plans: constructs well-developed unit/thematic plans with daily topics and activities that reflect organization, sequencing, and use of a variety of groups and materials.</p> <p>_____ Long-term Plans: uses all content area learning standards to develop lesson plans, integrating multiple performance standards into each teaching/learning activity.</p>

DURING THE LESSON	<p>_____ Uses appropriate pacing, with a beginning (whole group), middle (learning centers and small groups), and end/closure (whole group).</p> <p>_____ Utilizes learning centers as an extension of concepts taught in large/small groups.</p> <p>_____ Encourages students to work together and use conversation during learning centers.</p> <p>_____ Ensures appropriate transitions with little wait time.</p> <p>_____ Utilizes hands-on activities (rather than worksheets) as the primary method of teaching and learning.</p> <p>_____ Adjusts teaching during the lesson to effectively meet student needs.</p> <p>_____ Makes modifications and accommodations to meet individual student needs.</p> <p>_____ Makes authentic, real-world applications.</p> <p>_____ Uses questions to facilitate higher order thinking and discussions.</p> <p>_____ Greets student questions with respect and enthusiasm and responds in thoughtful ways.</p> <p>_____ Facilitates during learning centers to give feedback to guide students' next steps.</p>
ASSESSMENT	<p>_____ Utilizes checks for understanding to gauge student comprehension.</p> <p>_____ Uses questions to prompt student reflection on their understanding and performance.</p> <p>_____ Models self-assessment using the kinds of skills that students will use to succeed at the task at hand.</p> <p>_____ Uses data to support teaching activities, actions, and interventions.</p>
PROCEDURES	<p>_____ Has the class rules, level system, class schedule, etc. posted in the classroom.</p> <p>_____ Provides learning opportunities for all students through attentive classroom management.</p> <p>_____ Gives clear directions and expectations, written or orally. Multistep directions are broken down and presented visually.</p> <p>_____ Consistently explains, re-explains, and implements procedures.</p> <p>_____ Works in co-teaching or collaborative models, or with a paraprofessional, where each person is appropriately utilized with ease of transition from person to person.</p>