

## PARAEDUCATOR OBSERVATION/CHECKLIST

Practicum Student: \_\_\_\_\_ Date \_\_\_\_\_  
 Cooperating Teacher \_\_\_\_\_ Supervising Educator \_\_\_\_\_

Overall Rating (Score/Total Possible)= \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ %

### PREPARATION

All the Time	Most of the Time	Some times	Rarely	Never	Don't Know
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All materials ready prior to lesson.	4	3	2	1	0	DK
Arrives at site at least 5 mnts before instruction is set to begin.	4	3	2	1	0	DK
Organizes curriculum in sequential steps.	4	3	2	1	0	DK
Corrects pupil work and maintains data daily.	4	3	2	1	0	DK

### MANAGEMENT

Provides necessary instruction to pupils to start lesson, find page, or get necessary supplies.	4	3	2	1	0	DK
Manages class time efficiently (transitions).	4	3	2	1	0	DK
Pupils time on task (4=95%, 3=85%, 2=75%, 1=65%, 0=Out of control.	4	3	2	1	0	DK
Reinforces student behavior when they follow classroom rules.	4	3	2	1	0	DK
Follows classroom behavior management plan for problem behaviors.	4	3	2	1	0	DK
Scans entire group throughout lesson.	4	3	2	1	0	DK
Enthusiastic when teaching (voice is expressive and neutral..	4	3	2	1	0	DK
Teacher/student tone of voice does not interfere with classroom activities.	4	3	2	1	0	DK
Able to adapt to changes in classroom routine	4	3	2	1	0	DK

### FEEDBACK

Responds favorably to constructive feedback.	4	3	2	1	0	DK
Implements suggested changes after feedback is provided.	4	3	2	1	0	DK

### PROFESSIONAL CONDUCT

Maintains confidentiality of information/records	4	3	2	1	0	DK
Maintains proper grooming.	4	3	2	1	0	DK
Maintains professional appearance and behavior.	4	3	2	1	0	DK

**TOTALS** \_\_\_\_\_ / \_\_\_\_\_  
 Score / total possible

### ON TASK BEHAVIOR

Pupils	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

#### Positive Paraeducator Responses (praise statements)

GROUP	INDIVIDUAL

- 1<sup>ST</sup> Identify whether the responses focused on an individual or group of students. Place the tally in the appropriate box.
- 2<sup>nd</sup> Circle the tally if the positive response focused on classroom behavior such as raising hand to talk, sitting in a chair, etc., rather than a correct academic response
- 3<sup>rd</sup> DO NOT circle if the praise focused on an academic response.

## PARAEDUCATOR OBSERVATION/CHECKLIST (continued)

Instructional Recommendations:

Management Recommendations

Other Recommendations

Signatures:

\_\_\_\_\_  
Practicum Student

\_\_\_\_\_  
Supervising Educator