**School Services Personnel Observation Form**

Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educator Observed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observation Number \_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Reinforcement Objective:  
Indicator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notes:**

**Refinement Objective:  
Indicator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Notes:**

|  |  |  |
| --- | --- | --- |
| **Planning of Services** | **Observer Score** | **Self**  **Score** |
| Scope of Work (SOW) |  |  |
| Analysis of Work Products (AWP) |  |  |
| Evaluate Services and/or Program (EVAL) |  |  |
| **Environment** | **Observer Score** | **Self**  **Score** |
| Expectations (EX) |  |  |
| Managing Student Behavior (MSB) |  |  |
| Environment (ENV) |  |  |
| Respectful Culture (RC) |  |  |
| **Delivery of Services** | **Observer Score** | **Self**  **Score** |
| Standards and Objectives (SO) |  |  |
| Motivating Students (MS) |  |  |
| Delivery of Professional Services (DPS) |  |  |
| Service Structure and Pacing (SS) |  |  |
| Activities and Materials (ACT) |  |  |
| Communication (COM) |  |  |
| Consultation (CON) |  |  |
| Developing Educational Plans for Students (DEV) |  |  |
| Professional Content Knowledge (CK) |  |  |
| Knowledge of Students (KS) |  |  |
| Organization of Services (ORG) |  |  |
| Problem Solving (PS) |  |  |

**Observer Reflection on Observation (Optional):**

**Teacher Reflection on Observation (Optional):**

**Adapted from the National Institute for Excellence in Teaching. Do not duplicate without permission.**

Observer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Educator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_