



Teacher Actions Checklist

[Links to Peer Observation Form/Self-Assessment Form](#)

Lesson Design

- Common Board/Objectives/Agenda/HOTs are present in the classroom
- Students are creating a product to demonstrate mastery of a lesson
- Lesson plans are organized and following pacing guide
- Lesson covers core topics with appropriate attention and rigor (i.e. Math, English, Science, and Social Studies in General Studies)

Behavior Management

- Positive, warm, firm tone with students/strong teacher voice
- Rules are clear (specific, measurable, and sequential)
- Appropriate narration of behavior and redirecting of off task behavior
- Students are following teachers' rules
- Teacher is “sweating the details” and consistently reinforcing high standard of behavior
- PBS/classroom management system is being followed

Lesson Implementation

- Entry routine is being followed. The class starts in a purposeful and efficient manner.
- Teacher is using technology or strong hook to engage students in lessons
- Clear instructions and expectations for student work
- Teacher is using checks for understanding to ensure mastery
- Exit ticket, assessment, or final product to diagnose mastery
- Students are actively working and writing during instruction or independent work
- Teacher is actively supporting/giving feedback on student work while kids are working
- Time is spent efficiently in the class. Transitions between subjects are smooth. No wasted time.
- Differentiated instruction is occurring in the class

Classroom Environment

- Floors of classroom are clean
- Student desks are organized. The teacher *teaches*, enforces, and reteaches his/her system of organization.
- Inside and outside boards are updated with student work
- Rules/expectations posted
- Student folders and binders are organized along a clear system enforced by the teacher. Students taking notes/doing schoolwork on a grubby, torn, loose half sheet of paper is no system. Folders and binders must include checks/grades from teachers updated regularly (daily and/or weekly) with feedback
- Class textbooks and books are organized

Other

- Assignments/Homework are posted/graded on time
- Teacher maintains a parent communication log and proactively message each parent minimally once a month
- Teacher responds to all parent emails within 24 hours (proactive, positive, & consistent communication)
- Teacher shows up to work on time
- Teacher attends all faculty meetings
- Project Based Learning* taking place in the class