



# ADOM ELEMENTARY TEACHER OBSERVATION TOOL

TEACHER: \_\_\_\_\_ OBSERVATION DATE: \_\_\_\_\_ OBSERVATION #: 1 2 3 \_\_\_\_  
 TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_ GRADE LEVEL/SUBJECT OBSERVED: \_\_\_\_\_  
 LESSON OBJECTIVE: \_\_\_\_\_

**Student Engagement** \_\_\_\_\_ On Task \_\_\_\_\_ Passive/Compliant \_\_\_\_\_ Disengaged/Disruptive  
**Grouping** \_\_\_\_\_ Whole Class \_\_\_\_\_ Small Group/Paired \_\_\_\_\_ Individual  
**Catholic Mission** \_\_\_\_\_ Evident Throughout \_\_\_\_\_ Partially Evident \_\_\_\_\_ Not Evident

### Catholic Identity

- \_\_\_ Presence of meaningful prayer
- \_\_\_ Religious imagery and symbols throughout the classroom
- \_\_\_ Intentional incorporation of Catholic values and teachings
- \_\_\_ Catholic scripture, messages, crucifix displayed

### Classroom Environment

- \_\_\_ Organized, neat, uncluttered
- \_\_\_ Learning targets or objectives displayed
- \_\_\_ Student work displayed
- \_\_\_ Visuals, posters, word walls, charts displayed
- \_\_\_ Classroom layout fosters differentiation

### Culture

- \_\_\_ Student-Teacher relationships are positive and respectful
- \_\_\_ Students feel safe to share ideas; easily participates
- \_\_\_ Students demonstrate problem solving
- \_\_\_ Teacher supports all learners
- \_\_\_ Teacher leads a mutually respectful/collaborative class of actively engaged learners

### Classroom Management

- \_\_\_ Safe, orderly
- \_\_\_ Routines and procedures evident
- \_\_\_ Establishes, communicates, maintains clear expectations
- \_\_\_ Positive behavior expectations evident
- \_\_\_ Negative behavior redirected
- \_\_\_ Teacher visible throughout the room; monitors activities
- \_\_\_ Effective use of instructional time

### Additional Observations

- \_\_\_ Teacher makes connections, sets the purpose
- \_\_\_ Multiple opportunities for students to practice
- \_\_\_ Corrective and constructive feedback
- \_\_\_ Students are successful in completing activities
- \_\_\_ Lessons encourage higher order thinking

### Follow Up Conference

- \_\_\_ Conference requested by observer
- \_\_\_ Conference not needed at this time

### Focus on Instruction

- \_\_\_ Evidence of lesson plans clear, well-organized, sequential
- \_\_\_ Objectives posted, written, or verbally stated
- \_\_\_ Class discussions enhance learning
- \_\_\_ Formal/Informal methods are used to measure progress
- \_\_\_ Lessons aligned to ADOM standards

### Retention of Learning

- \_\_\_ Lecture
- \_\_\_ Reading
- \_\_\_ Audio/Visual
- \_\_\_ Demonstration
- \_\_\_ Discussion Group
- \_\_\_ Practice by Doing
- \_\_\_ Teaching Others

### Instructional Strategies

- \_\_\_ Direct Instruction
- \_\_\_ Student-Led Instruction
- \_\_\_ Project-Based Learning
- \_\_\_ Hands On, Experiment
- \_\_\_ Think Pair Share
- \_\_\_ Check for Understanding
- \_\_\_ Cooperative Learning

### Authentic Use of Technology

- \_\_\_ Communicate or work collaboratively
- \_\_\_ Complete/submit assignments
- \_\_\_ Gather, evaluate, critique, and/or use information
- \_\_\_ Research
- \_\_\_ Solve problems
- \_\_\_ Create or publish work

GLOW(Reinforce): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

GROW(Refine): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Observer Name/Signature: \_\_\_\_\_

Teacher Signature/Acknowledgement: \_\_\_\_\_

\_\_\_ Conference requested by teacher      \_\_\_ Teacher comments attached

*Please note: Your signature is intended only to acknowledge receipt of the notice and that you have reviewed it prior to inclusion in your personnel file; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in another position within the school will be asked to initial this letter indicating that you received a copy of the letter.*