

EDUCATOR COACHING GUIDE

This guide contains common coaching topics to help you (the teacher) focus and reflect on your goals and teaching practice. **This is only a guide and may be adapted to fit your needs.**

Complete the top portion, indicate the topics you want your coach to focus on while observing your teaching, and provide the guide to them prior to the actual observation.

Review Source: Educator/Academy Administrator 1-3 Year Review Self

Teacher: _____ Class Date/Time: _____

Class Location: _____ Approx. Number of Learners: _____

Class Title/Topic: _____

Brief Description: _____

OBSERVATION OF TEACHER

- PLAN FOR SCOPE OF LEARNING AND PREPARATION**
Relevance of content, appropriate content and examples for student level, well-designed timing and structure
- CLARITY AND ORGANIZATION OF PRESENTATION MATERIALS**
Intro to learning setting and objectives, linkages to other learning, effective use of slides, images and transitions
- DELIVERY QUALITY**
Elements of style, delivery, pace, speech/voice, gestures, eye contact, mannerisms
- ENTHUSIASM, ENGAGEMENT STRATEGIES, AND MOTIVATION OF LEARNERS**
Build rapport, asks compelling questions, actions to gain and hold attention at least every 15 minutes
- EVALUATION AND STUDENT-CENTERED SELF-ASSESSMENT**
Clarity of expectations for class, explains how to study material, exams and exam prep, shapes critical thinking

OBSERVATION OF LEARNERS

- ATTENTIVENESS AND ENGAGEMENT**
Learners were motivated and connected to teacher and content throughout session
- COMPREHENSION OF MATERIAL AND EXPECTATIONS**
Learners were successful at following class information and structure
- CRITICAL THINKING**
Learners were able to apply critical thinking while in the classroom setting and analyze learning gaps
- LEARNING ENVIRONMENT**
Evidence that the environment and class design was conducive to learning

GENERAL COMMENTS AND SUMMARY

including recommendations and descriptive elements for improvement):
