Classroom Observation Worksheet
(Used by the PM during the review)

Date:				Program Name:
Teacher:				Class/level(s):
# of students attending:				# of students enrolled:

Documentation for class	YES	NO	NA	COMMENTS
Is lesson plan available? Used a standards-based lesson plan consistent with ODHE Lesson Plan Rubric including the following elements: ▪ Standards/content ▪ Learner outcomes ▪ Assessment ▪ Learner prior knowledge ▪ Instructional activities/teaching strategies ▪ Instructional activities/learning activities ▪ Resources ▪ Differentiation; and ▪ Shows evidence of content tailored to students: e.g., prior knowledge, formal and informal assessment results/screening results				

Observation of class	YES	NO	NA	COMMENTS
Prepared lesson material and classroom activities ▪ Followed lesson plan or other documentation while teaching ▪ Prepared supplemental aides (e.g., resources, manipulatives, instructional supports to support teaching/learning) in advance ▪ Prepared the classroom and equipment in advance (sign-in/sign out sheets available, student records secured, student portfolios available)				

Has access to relevant supporting material ▪ Books ▪ Authentic materials ▪ Manipulatives ▪ Teaching aids ▪ Alternative media ▪ Computer-assisted instruction				
Contextualized the learning ▪ Used examples related to student interests and experience ▪ Anchored lesson material in real-life context ▪ Leveraged authentic materials (job postings, guest speakers)				
Presented lesson objective with evidence of posted lesson outcomes				
Assessed students' prior knowledge ▪ Assessed student prior knowledge before beginning the new lesson ▪ Reviewed previous lesson/confirmed understanding				

Used adult appropriate instructional strategies
 	
 ▪ Used a mix of strategies as appropriate:
  - Lecture (whole group instruction)
  - Small group (breakout groups for practice)
  - Individualized instruction
  - Computer-assisted instruction
  - Use of technology in teaching/instruction
 ▪ Avoided tutorial-only instructional scenario				

Lead guided practice (e.g., Q&A, small group, interactive activities) ▪ Provided sufficient practice at the appropriate level ▪ Provided sufficient feedback at the appropriate level ▪ Employed higher-level questions in discussion/lesson*				
Directed student assignments (e.g., in class, homework) ▪ Provided clear directions and expectations for in-class and homework tasks				
Made adjustments to the plan to ensure student learning (e.g., additional instruction, additional examples, additional practice)				

	YES	NO	NA	COMMENTS
Created environment conducive to learning ▪ Organized classroom materials and space in a way appropriate to adult education ▪ Supported teacher/student and student/student interactions as appropriate ▪ Engaged students in the class and kept them on task ▪ Appropriate motivational and educational posters ▪ Signage to the building and class				
Summarized lesson objectives and previewed next class				
Managed classroom policies and interactions in a way appropriate to adult education				
Career Components	**YES**	**NO**	**NA**	**COMMENTS**
Evidence of the following career components: ▪ Individual Education, Career, and Life Plans ▪ Ongoing Assessment and Learning ▪ Career Advising ▪ Instruction and Job Training Services				
Digital Literacy Components	**YES**	**NO**	**NA**	**COMMENTS**
Evidence of the following digital literacy components: ▪ Basic Computer Skills ▪ Internet and Communications ▪ Productivity Software ▪ Information Literacy				

Higher level order questions	
☐Knowledge base (Who or what is it?)	☐Evaluation (What is your opinion?)
☐Comprehension (Put in your own words.)	☐Analysis (What is the problem or issue?)
☐Application (How would you use it?)	☐Synthesis (What changes would you make?)

Additional Comments