

## Instructional Specialist Observation Tool

**Directions:** Completed by principal. Highlight a rating for each component and then match evidence from your observation notes to explain the rating for each component.

Text boxes expand to accommodate multiple evidence examples.

**Instructional Specialist:**

**School:**

**Evaluator:**

**Date:**

Component:	Rating:				Evidence:
<i>1A</i> - Demonstrating knowledge of current trends in specialty area and professional development	I	D	A	E	
<i>1B</i> - Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program	I	D	A	E	
<i>1C</i> - Establishing goals for the instructional support program appropriate to the setting and the teachers served	I	D	A	E	
<i>1D</i> - Demonstrating knowledge of resources both within and beyond the school and district	I	D	A	E	
<i>1E</i> - Planning the instructional support program integrated with the overall school program	I	D	A	E	
<i>1F</i> - Developing a plan to evaluate the instructional support program	I	D	A	E	
<i>2A</i> - Creating an environment of trust and respect	I	D	A	E	
<i>2B</i> - Establishing a culture for ongoing instructional improvement	I	D	A	E	
<i>2C</i> - Establishing clear procedures for teachers to gain access to the instructional support	I	D	A	E	
<i>2D</i> - Establishing and maintaining norms of behavior for professional interactions	I	D	A	E	
<i>2E</i> - Organizing physical space for workshops or training	I	D	A	E	
<i>3A</i> - Collaborating with teachers in the design of instructional units and lessons	I	D	A	E	
<i>3B</i> - Engaging teachers in learning new instructional skills	I	D	A	E	
<i>3C</i> - <i>Sharing expertise with staff</i>	I	D	A	E	
<i>3D</i> - Locating resources for teachers to support instructional improvement	I	D	A	E	
<i>3E</i> - Demonstrating flexibility and responsiveness	I	D	A	E	

<i>4A</i> - Reflecting on practice	I	D	A	E	
<i>4B</i> - Preparing and submitting budgets and reports	I	D	A	E	
<i>4C</i> - Coordinating work with other instructional specialists	I	D	A	E	
<i>4D</i> - Participating in a professional community	I	D	A	E	
<i>4E</i> - Engaging in professional development	I	D	A	E	
<i>4F</i> - Showing professionalism including integrity and confidentiality	I	D	A	E	

**X** \_\_\_\_\_

Teacher

**X** \_\_\_\_\_

Observer