Adult Education Compliance Monitoring 2020-2021
Classroom Observation Checklist

Observations are in real time and will generally last from twenty (20) to thirty (30) minutes. Please note that all items may not be observed during this time period.

Program:	Site:	Date:
Observation Start Time:	Observation End Time:	
Teacher:	Subject/Class:	
Observer:	Instructional delivery method (virtual☐ or face-to-face☐)	

Student Attendance

Enter total number of students in attendance at beginning and ending of observation. Compare to sign in sheet/method/mode.

Beginning Number of Students: Click or tap here to enter text. Ending Number of Students: Click or tap here to enter text.

Tutors

Are tutors/volunteer(s) being used to instruct students? YES ☐ NO ☐	If YES, Ratio of Students to Tutor(s)/Volunteer(s) Number of students: Number of Tutors/ Volunteers:

Instruction: Activity/Activities Observed

☐ Basic	☐ Family Literacy (Parent Education)	☐ Literacy
☐ Career Pathways	☐ HSD	☐ Testing
☐ Digital Literacy	☐ HSED	☐ Workforce Preparation Activities
☐ Early Care and Education Career Pathway	☐ Intake and Orientation	☐ YAP Activities
☐ ESL	☐ Integrated Education & Training	☐ Other:

Instruction: Teaching/Learning Strategies Observed

☐ Academic/Domain Specific Vocabulary	☐ Cooperative Learning	☐ Manipulatives
☐ Blended Learning	☐ Current Events	☐ Personalization
☐ Close Reading	☐ Differentiation	☐ Technology Integration
☐ Collaborative Learning	☐ Direct Instruction	☐ Test Taking Strategies
☐ Conferencing	☐ Effective Questioning	☐ Workforce Preparation Activities
☐ Content Literacy	☐ Graphic Organizers	☐ Other:
☐ Contextualization for Pathways	☐ Individualization	☐ Other:
☐ Contextualization for IET	☐ Inquiry-Based Learning	☐ Other:

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Observation Key: **O-Observed**   **N/O-Not Observed**   **N/A-Not Applicable**

Environment and Instructional Delivery	O	N/O	N/A
The class session includes instruction, formative assessment and reflection components.			
Instructor clearly identifies the learning goals for each instructional activity, and connects them to the course learning objectives.			
Instructor maximizes in-class time, using active learning or applications rather than passive learning.			
Instructor is engaging, responsive, and constructive in both tone and content of their speech.			
Instructor follows accessibility best practices by verbally describing and/or captioning any images used in presentation.			
Class contains at least one active-learning exercise to apply course content.			
Instructor is responsive to student engagement and adjusts strategy accordingly.			
Where appropriate, instructor leverages student use of electronic technology to facilitate active learning.			
Instructor answers questions confidently, clearly, and simply.			
Instructor has established course behavioral norms that foster a positive and inclusive environment.			
Instructor encourages interaction between students.			
Instructor provides (or has students provide) real-world applications of class session content.			
ESL	**O**	**N/O**	**N/A**
Instructor uses English to teach ESL classes.			
More than one of the four basic language skills is addressed during the class period.			
Students are given multiple opportunities to communicate orally in English.			
Instructor uses various grouping strategies to enhance students' communicative opportunities.			
Workforce preparation skills are integrated into classroom instruction.			
Family Literacy	**O**	**N/O**	**N/A**
Family Literacy Model: Incorporated ☐ Segmented ☐ Other ☐_____			
There is evidence of: ☐ Parent education instruction ☐ Interactive Literacy Activities ☐ Child Care Onsite: Yes ☐ No ☐ Child Care Provided by: _____			
List the current parent education topic(s). Topics should pertain to parent education goals of students as well as topics of interest/need suggested by students and/or instructor.			
List ECE Career Pathway:			
Workforce preparation skills are integrated into classroom instruction.			
Evidence of CCN working with Family Literacy instructors to assist students along the chosen career pathway.			

Observation Summary
What were the students doing?
What was the instructor doing?
Observer Summary Comments:

Virtual Classroom Observation Checklist, September 2020