



**Clinical Experience College SUPERVISOR OBSERVATION FORM -
SPECIAL EDUCATION**

Date _____

Student Teacher Name _____ Student ID # _____

Cooperating Teacher _____ Grade/Subject _____

Clinical Experience College Supervisor _____

School _____

KEY	1	2	3	4	5
Exceptional Competency		Highly Skilled	Skilled	Needs Improvement	Not Competent

PERFORMANCE RESPONSIBILITIES

A. PLANNING

- A 1. Plans effectively for instruction by designing daily lesson plans which incorporate short –term objectives 1 2 3 4 5
- A 2. Demonstrates proactive planning of instruction for a diversity of student needs 1 2 3 4 5
- A 3. Develops appropriate short-term objectives and/or goals based on continuous assessment 1 2 3 4 5
- A 4. Conducts initial and/or review IEP conferences as appropriate 1 2 3 4 5

B. INCLUSION/ MANAGEMENT

- B 1. Insures appropriate scheduling of students into regular classes as indicated on IEP 1 2 3 4 5
- B 2. Conducts conferences assessing student progress to assist parents and regular education teachers in their supporting roles 1 2 3 4 5
- B 3. Completes and maintains in a timely manner all required records (e.g. monthly class rolls, IEP forms, confidential records, requisitions, progress reports) 1 2 3 4 5
- B 4. Completes re-evaluation forms in a timely manner according to eligibility requirements 1 2 3 4 5
- B 5. Creates classroom environment conducive to learning and appropriate to the functioning levels of students 1 2 3 4 5
- B 6. Maximizes the time available for instruction 1 2 3 4 5
- B 7. Performs duty assignments 1 2 3 4 5

C. INSTRUCTION

- C 1. Delivers instruction effectively 1 2 3 4 5
- C 2. Monitors the progress of short-term objectives/goals as indicated by the IEP 1 2 3 4 5
- C 3. Employs a variety of instructional methods, techniques, and materials 1 2 3 4 5
- C 4. Integrates technology into instruction 1 2 3 4 5

C 5. Assesses to present appropriate content	1 2 3 4 5
C 6. Engages students in the learning process	1 2 3 4 5
C 7. Assesses student progress on an on-going basis and accommodates instruction accordingly	1 2 3 4 5
C 8. Exhibits mastery and knowledge in content instruction	1 2 3 4 5
C 9. Incorporates the skills of language and literacy to promote learning	1 2 3 4 5
C10. Develops lessons that reflect content, State, and Common Core Standards	1 2 3 4 5

D. PROFESSIONAL GROWTH AND DEVELOPMENT

D 1. Displays evidence of professional growth and participation in Special Education in-service sessions	1 2 3 4 5
D 2. Demonstrates awareness of current trends in Special Education	1 2 3 4 5
D 3. Provides in-service on Special Education Services to school staff upon request	1 2 3 4 5
D 4. Plans for professional self-development	1 2 3 4 5

E. PERSONAL TRAITS

E 1. Poise, self-confidence, enthusiasm and optimism	1 2 3 4 5
E 2. Punctuality	1 2 3 4 5
E 3. Dependability	1 2 3 4 5
E 4. Acceptable speech and grammar	1 2 3 4 5
E 5. Effective communication with students, parents and other adults	1 2 3 4 5
E 6. Discreet handling of confidential information	1 2 3 4 5
E 7. Unbiased attitude (e.g. race, creed, sex, religion or disability)	1 2 3 4 5
E 8. Utilizes suggestions for improvement	1 2 3 4 5
E 9. Flexibility	1 2 3 4 5

SPECIAL EDUCATION TEACHER’S PERFORMANCE AT THIS TIME IS:

Satisfactory _____ Needs Improvement _____ Unsatisfactory _____

Clinical Experience College Supervisor’s NARRATIVE COMMENTS: (Attach supplemental sheet if necessary)

Clinical Experience College Supervisor SIGNATURE _____

Date _____

STUDENT’S SIGNATURE _____ DATE _____

My signature indicates that I have read the results of the evaluation, but does not indicate agreement with the rating or comments.