

Utah Professional Development System Instructor Observation Tool

Criteria are scored 1-5:

1 Needs major improvement	Instructor's performance is not acceptable	Did not demonstrate a critical criteria or gave misinformation
2 Needs some attention	Instructor's performance is sometimes acceptable	Demonstrated a partial criteria or demonstrated it poorly
3 Meets criteria	Instructor's performance is acceptable	Instructor adequately demonstrated criteria
4 Area of Strength	Instructor's performance exceeds expectations	Instructor went above and beyond, showing knowledge, enthusiasm or strength or criteria
5 Demonstrates Excellence	Instructor is outstanding	Demonstrates a deep knowledge or high level or commitment to criteria
N/O	Not observed	When criteria was not a part of the training or nothing happened to prompt criteria

CCPDI

Date of Observation:	
Instructor Observed:	
Observed By:	

Criteria	Score	Comments
<p align="center"><u>Protocols</u></p> <p>Arrives promptly to the setting</p>		
<p>Dresses in an appropriate and professional manner</p>		
<p>Makes every effort to ensure that the class begins and ends on time</p>		
<p>Reviews the Code of Conduct</p>		
<p>Follows established policies and procedures related to confidentiality</p>		
<p>Demonstrates respect for all employees of CAC, CCPDI, CPS, Office of Child Care, and the Child Care Licensing Program</p>		
<p>Orients participants to the lesson</p>		
<p><u>Subject Knowledge</u></p> <p>Familiar with the course and content</p>		

Criteria	Score	Comments
Demonstrates a broad and deep knowledge of the content being taught		
Understands the principles and patterns of child growth and development; instructs and demonstrates the relevance of the subject matter to the child care profession		
<p><u>Trainer Abilities</u></p> <p>Speaks clearly, correctly and coherently</p>		
Writes clearly, correctly, and coherently		
Maintains professional boundaries		
Models enthusiasm for content		
Makes appropriate, sound, fair, and logical decisions		
Demonstrates an understanding of pedagogical practices regarding adult learning styles		

Criteria	Score	Comments
Creates a learning environment that is physically, socially, and emotionally safe and supportive within the limitations of the facility		
Expects on-task , engaged behavior from participants		
Attempts to engage participants and sustain their interest throughout the session, gives high expectations for participant achievement and involvement		
Uses evaluation techniques to assess participants understanding of content and concepts		
Identifies confusions and misconceptions as indicated by participant responses		
Implements effective transitions between instructional activities and conducts the training at an appropriate pace		
Demonstrates respect for others		

Criteria	Score	Comments
Demonstrates openness to participant's challenges regarding information and ideas		
Encourages attitude of tolerance and helpfulness among participants		
Allows adequate time for participants to respond to questions or give comments		