

Erie County Technical School Professional Development Assessment

Version 2

Faculty Member's Name:		Date of Assessment:		
DOMAIN 1: PLANNING/PREPARATION	Achieved	Not Achieved	Principal Agrees	Evidence/Commentary
STUDENTS GOALS				
1. Student's career objectives are recorded.	☐	☐	☐	
INDUSTRIAL ALIGNMENT				
1. Instructor has made an industry site visits within the last year.	☐	☐	☐	
2. Occupational Advisory Committee has reviewed curriculum within the past year.	☐	☐	☐	
3. National skill standards have been incorporated into the curriculum.	☐	☐	☐	
4. Two Occupational Advisory Committee meetings have been held in the current year.	☐	☐	☐	
5. Occupational advisory member list has been reviewed and updated for the current year.	☐	☐	☐	
INSTRUCTIONAL PLANNING				
1. Course outline updated and available to students.	☐	☐	☐	
2. Competency-based student learning packets are utilized in the program.	☐	☐	☐	
INTEGRATION OF ACADEMICS				
1. Instructor schedules time for math instruction.	☐	☐	☐	
2. Reading activities are integrated into the curriculum per the school's plan.	☐	☐	☐	
3. Teacher routinely incorporates writing exercises into the lesson plans.	☐	☐	☐	
INTEGRATION OF TECHNOLOGY				
1. Instructor has shared OAC's equipment recommendations with administration.	☐	☐	☐	
2. Relevant software is available for student use.	☐	☐	☐	
3. The instructor uses an electronic grading system supported by the organization.	☐	☐	☐	
4. Instructional materials are professional in appearance.	☐	☐	☐	

DOMAIN 1: PLANNING AND PREPARATION	
Satisfactory ☐	Unsatisfactory ☐

DOMAIN 2: CLASSROOM ENVIRONMENT	Achieved	Not Achieved	Principal Agrees	Evidence/Commentary
INTEGRATION OF TECHNOLOGY				
1. There is evidence students have passed a safety test prior to the use of lab equipment.	☐	☐	☐	
2. Storage of supplies and equipment are handled in a safe manner.	☐	☐	☐	
3. Emergency evacuation plans are posted and instructor participates as directed in drills.	☐	☐	☐	
4. Safety guards are used on equipment.	☐	☐	☐	
5. Students wear safety glasses when in the lab.	☐	☐	☐	
6. Broken tools and equipment are repaired immediately or tagged out of service.	☐	☐	☐	
7. Instructor has immediate access to safe schools plan and procedures are followed as outlined.	☐	☐	☐	
8. Current MSDS are updated and posted in classroom.	☐	☐	☐	
9. Lab is maintained in a safe and organized manner	☐	☐	☐	
10. Daily clean-up process provides a safe and orderly environment.	☐	☐	☐	
11. Students are aware of and evaluated on their participation in the daily clean-up process.	☐	☐	☐	
INTERACTION WITH STUDENTS				
1. Instructor establishes an environment where students are attentive and take direction from the teacher.	☐	☐	☐	
2. Instructor creates a classroom environment appropriate for persons of diverse backgrounds.	☐	☐	☐	
3. Instructor works to build relationships that are consistent, stable and respectful.	☐	☐	☐	
4. Teacher fosters an environment of mutual respect.	☐	☐	☐	
5. Instructor communicates with parents.	☐	☐	☐	
6. Teacher uses appropriate techniques to diffuse negative behavior.	☐	☐	☐	
7. Students have been provided with a copy of the classroom rules.	☐	☐	☐	
8. Teacher handles minor discipline problems.	☐	☐	☐	
9. Teacher documents serious discipline problems and refers to the principal.	☐	☐	☐	
10. Guidance office is utilized for appropriate interventions.	☐	☐	☐	
1. Class work begins promptly.	☐	☐	☐	
2. Instructor has a system to effectively organize and store materials, equipment and tools.	☐	☐	☐	
3. Instructor models good organizational skills for students and uses appropriate resources. (i.e. Outlook, planning book, filing system)	☐	☐	☐	
4. Office area is organized.	☐	☐	☐	

DOMAIN 2: CLASSROOM ENVIRONMENT	
Satisfactory ☐	Unsatisfactory ☐

DOMAIN 3: INSTRUCTIONAL DELIVERY	Achieved	Not achieved	Principal Agrees	Evidence/Commentary
ASSESSMENT METHODS				
1. Student achievement is measured with a variety of assessment tools (tests, quizzes, and projects).	☐	☐	☐	
2. Employability skills are assessed and included in the students' grades.	☐	☐	☐	
3. Assessments are prepared in a neat and professional manner.	☐	☐	☐	
DELIVERY METHODS				
1. Delivery methods are interesting and motivating.	☐	☐	☐	
2. Teacher selects delivery methods to meet a variety of learning styles.	☐	☐	☐	
3. Teacher uses a variety of methods for instruction. (Videos, demonstrations, projects, guest speakers, field trips, lecture, etc.)	☐	☐	☐	
4. Classroom routines are efficient and provide effective transitions from one activity to the next.	☐	☐	☐	
5. Students are on-task.	☐	☐	☐	
6. A cost-effective approach is used and taught when using materials and resources.	☐	☐	☐	
INTEGRATION OF ACADEMICS				
1. Instructor uses appropriate reading exercises to reinforce reading skills.	☐	☐	☐	
2. Math instruction is routinely included in the instructional plan.	☐	☐	☐	
INTEGRATION OF TECHNOLOGY				
1. Teacher uses a variety of media to deliver instruction (software programs, video, etc)	☐	☐	☐	
2. Current computer technology appropriate to the lab is researched and used if possible.	☐	☐	☐	
INTERACTION WITH STUDENTS				
1. Interaction with students is professional and positive.	☐	☐	☐	
2. Teacher engages students with thoughtful, appropriate questions to engage participation.	☐	☐	☐	
3. Students receive necessary adaptations in instruction and testing.	☐	☐	☐	
4. Instructor seeks student feedback to improve instruction.	☐	☐	☐	
5. Instructor reviews student IEP's annually.	☐	☐	☐	
6. Teacher possesses a proactive relationship with instructional support staff.	☐	☐	☐	

DOMAIN 3: INSTRUCTIONAL DELIVERY	
Satisfactory ☐	Unsatisfactory ☐

DOMAIN 4: PROFESSIONALISM	Achieved	Not Achieved	Principal Agrees	Evidence/Commentary
COMMUNITY INVOLVEMENT				
1. Businesses in the community are aware of the instructor's program. (receipt of donations, speakers etc.)	☐	☐	☐	
2. Local businesses are utilized (field trips, guest speakers, Co-op, NOCTI proctors).	☐	☐	☐	
3. Instructor establishes contacts with other schools offering similar programs.	☐	☐	☐	
TEAMWORK				
1. Teacher assists newly hired teachers.	☐	☐	☐	
2. Teacher shares materials and ideas with other teachers.	☐	☐	☐	
3. Teacher models good teamwork skills to students.	☐	☐	☐	
4. Teacher participates in school committees or extracurricular activities as appropriate.	☐	☐	☐	
PERSONAL APPEARANCE				
1. Teacher maintains a professional appearance.	☐	☐	☐	
PROFESSIONAL DEVELOPMENT				
1. Teacher belongs to professional associations.	☐	☐	☐	
2. Teacher remains current with teacher certification requirements.	☐	☐	☐	
3. Teacher is making satisfactory progress toward completion of Act 48 hours.	☐	☐	☐	
4. Instructor has had CPR/First aid training in the past 3 years.	☐	☐	☐	
TECHNICAL EXPERTISE				
1. Teacher possesses industrial certification.	☐	☐	☐	
2. Teacher demonstrates expertise in technical skills.	☐	☐	☐	

DOMAIN 4: PROFESSIONALISM	
Satisfactory ☐	Unsatisfactory ☐

Observer's Notes:

Teacher's Notes:

Principal:	Date of Assessment:
Faculty's Signature:	Review Date: