



INSTRUCTIONAL SPECIALIST OBSERVATION TOOL (PEER OBSERVER)

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.

Instructional Specialist: _____ **School:** _____

Peer Observer: _____ **Date:** _____

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

Component:	Evidence:
<i>3E</i> - Demonstrating flexibility and responsiveness	
<i>4A</i> - Reflecting on practice	
<i>4B</i> - Preparing and submitting budgets and reports	
<i>4C</i> - Coordinating work with other instructional specialists	
<i>4D</i> - Participating in a professional community	
<i>4E</i> - Engaging in professional development	
<i>4F</i> - Showing professionalism including integrity and confidentiality	

Teacher Signature

Peer Observer