West Point Consolidated School District

Teacher/Teacher Assistant /Tutor Observation Form

2026-2027

Date: _____

Name of Teacher/Teacher Assistant/Tutor: _____

School Name: _____

Assignment (check one): _____ Classroom _____ Tutor

Factor Codes: Rate each factor with the following codes:

A Exceeds Standards

B Effective – Meets Standards

C Requires Improvement

D Unsatisfactory

1. General Factors: Observation of work hours (Attendance, reliability and dependability), Planning and organization, Appearance of work area, Grooming and dress _____

2. Compliance: Follow task assigned by principal or teacher using instructional time effectively _____

3. Knowledge of work assignment: Utilize strategies and resources to promote engaged learning and to ensure student understanding of content areas _____

4. Meeting deadlines: Maintenance of student records and reports _____

5. Flexibility: Accepts directions and change _____

6. Cooperative attitude: Build a good rapport with students, teachers, and faculty to create an effective learning environment with high expectations _____

7. Aid in planning: Assist with student academics activities and student tasks _____

8. Professionalism: Maintain student supervision and confidentiality _____

Principal Signature_____