Paraeducator Observation / Checklist

Paraeducator Name: _____ Date: _____

Supervisor: _____

Observer complete this survey based on the observation

All materials ready prior to lesson . . . . ☐ Yes ☐ No ☐ Don't Know

Arrives at site at least 5 minutes prior to session . . . . ☐ Yes ☐ No ☐ Don't Know

Organizes curriculum in sequential steps. . . . . ☐ Yes ☐ No ☐ Don't Know

Corrects pupil work and maintains data daily. . . . . ☐ Yes ☐ No ☐ Don't Know

Provides necessary instruction to pupils to start lesson or get supplies. . . . . ☐ Yes ☐ No ☐ Don't Know

Manages transitions efficiently . . . . ☐ Yes ☐ No ☐ Don't Know

Reinforces student behavior when they follow classroom rules . . . . ☐ Yes ☐ No ☐ Don't Know

Follows classroom behavior management plan for problem behaviors . . . . ☐ Yes ☐ No ☐ Don't Know

Scans entire group throughout lesson . . . . ☐ Yes ☐ No ☐ Don't Know

Enthusiastic when teaching (vocie is expressive and neutral). . . . . ☐ Yes ☐ No ☐ Don't Know

Teacher/pupil tone of voice does not interfere with classroom activities. . . . . . ☐ Yes ☐ No ☐ Don't Know

Able to adapt to changes in classroom routine . . . . ☐ Yes ☐ No ☐ Don't Know

Responds favorably to contructive feedback . . . . ☐ Yes ☐ No ☐ Don't Know

Implements suggested changes after feedback is provided. . . . . ☐ Yes ☐ No ☐ Don't Know

Maintains confidentiality of information/records . . . . ☐ Yes ☐ No ☐ Don't Know

Maintains proper grooming . . . . ☐ Yes ☐ No ☐ Don't Know

Maintains professional appearance and behavior . . . . ☐ Yes ☐ No ☐ Don't Know

ParaPro/Student Interaction   Start Time: _____ End Time: _____

Praise Ratio	Praise Statements	Negative Statements	Ratio (Positive / Negative)
Opportunities to Respond	Group Response	Individual Response	Total OTRs

Student Engagement   Start Time: _____ End Time: _____

* = ON task; − = OFF task; T = talking; I = inactive; O = out of seat; P = playing with objects

	0:30		1:00		1:30		2:00		2:30		3:00
Ss 1											
Ss 2											
	3:30		4:00		4:30		5:00		5:30		6:00
Ss 1											
Ss 2											
	6:30		7:00		7:30		8:00		8:30		9:00
Ss 1											
Ss 2											
	9:30		10:00		10:30		11:00		11:30		12:00
Ss 1											
Ss 2											
	12:30		13:00		13:30		14:00		14:30		15:00
Ss 1											
Ss 2											

Paraeducator Survey, Please Rate your own performance during the observation

All materials ready prior to lesson . . . . ☐ Yes ☐ No ☐ Don't Know
Arrives at site at least 5 minutes prior to session . . . . ☐ Yes ☐ No ☐ Don't Know
Organizes curriculum in sequential steps. . . . . ☐ Yes ☐ No ☐ Don't Know
Corrects pupil work and maintains data daily. . . . . ☐ Yes ☐ No ☐ Don't Know
Provides necessary instruction to pupils to start lesson or get supplies. . . . . ☐ Yes ☐ No ☐ Don't Know
Manages transitions efficiently . . . . ☐ Yes ☐ No ☐ Don't Know
Reinforces student behavior when they follow classroom rules . . . . ☐ Yes ☐ No ☐ Don't Know
Follows classroom behavior management plan for problem behaviors . . . . ☐ Yes ☐ No ☐ Don't Know
Scans entire group throughout lesson . . . . ☐ Yes ☐ No ☐ Don't Know
Enthusiastic when teaching (vocie is expressive and neutral). . . . . ☐ Yes ☐ No ☐ Don't Know
Teacher/pupil tone of voice does not interfere with classroom activities. . . . . . ☐ Yes ☐ No ☐ Don't Know
Able to adapt to changes in classroom routine . . . . ☐ Yes ☐ No ☐ Don't Know
Responds favorably to contructive feedback . . . . ☐ Yes ☐ No ☐ Don't Know
Implements suggested changes after feedback is provided. . . . . ☐ Yes ☐ No ☐ Don't Know
Maintains confidentiality of information/records . . . . ☐ Yes ☐ No ☐ Don't Know
Maintains proper grooming . . . . ☐ Yes ☐ No ☐ Don't Know
Maintains professional appearance and behavior . . . . ☐ Yes ☐ No ☐ Don't Know

Comparison between Teacher and Paraeducator Surveys

	What has been tried:
Observation Debrief	What worked:
	What didn't work:
Recommendations	Schedule follow-up observations:
	Recommendations: