**Form C2: Vocational Coordinator Informal Observation Form (1)**

Teacher: Click here to enter text. Evaluator: Click here to enter text.

School/Position/Subject: Click here to enter text. Date of Observed Practice: Click here to enter a date. Date Form C2 Provided to Employee: Click here to enter a date.

**Evidence of Planning & Preparation/Professional Responsibilities (Domain 1 & 4):**

Click here to enter text.

***General Observations***

|  |  |
| --- | --- |
| **Specialists Actions:** *Specialist spent most of the time….* | **Stakeholders Behaviors:** *Stakeholders spent most of the time…* |
| Click here to enter text. | Click here to enter text. |

**Observations of the Environment**

|  |  |
| --- | --- |
| ***Components*** | ***Evidence, Examples, Suggestions, Notes, Directives*** |
| **2A. Respect and Rapport**[ ]  Talk between Specialist and stakeholders is uniformly respectful.[ ]  Specialist responds to disrespectful behavior among students.[ ]  Specialist makes general connections with individual stakeholders. | Click here to enter text. |
| **2B. Demonstrates Effective Organization of Time and Priorities**[ ]  Session routines function smoothly.[ ]  Materials are readily available to the Specialist. [ ]  Resources are arranged to support the goals and learning activities.[ ]  Specialist makes appropriate use of available technology.[ ]  Specialist handles scheduling changes in a timely manner. | Click here to enter text. |
| **2C. Establishes Standards of Conduct**[ ]  Standards of conduct are established.[ ]  Student behavior is generally appropriate.[ ]  Specialist frequently monitors student behavior.[ ]  Specialist response to misbehavior is effective. | Click here to enter text. |
| **2D. Established a Culture for Learning**[ ]  Specialist communicates the importance of the content and the conviction that with hard work all can master the material.[ ]  Specialist conveys an expectation of high levels of effort.   | Click here to enter text. |
| **2E. Establishes Referral, Application, & Approvals for STEP**[ ]  Specialist had a clear procedure for referral, applications, and approval for STEP that is shared with teachers each year. [ ]  Procedures are followed consistently.   | Click here to enter text. |

***Note:*** *Unchecked boxes mean only that a trait was* ***not observed*** *during this short observation. The trait may not have been applicable to this lesson, or it may have been demonstrated before or after this observation period.*

**Form C2: Vocational Coordinator Informal Observation Form (2)**

**Observations of the Delivery of Services**

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| --- | --- |
| ***Components*** | ***Evidence, Examples, Suggestions, Notes, Directives*** |
| **3A. Communicating with Students**[ ]  Specialist states clearly verbally or in writing what is being discussed or presented.[ ]  The specialist models the process to be followed in the task.[ ]  Specialist describes specific strategies they might use, inviting the students to interpret the strategies in the context of what they are learning.[ ]  Specialist’s vocabulary and grammar are appropriate. | Click here to enter text. |
| **3B. Train and Supervise Job Coach and Administrative Assistant**[ ]  Specialist offers formal and informal training for the job coach to improve completion of new responsibilities. [ ]  Specialist uses an approved assessment to determining efficacy of job coach/ assistant’s responsibilities.  | Click here to enter text. |
| **3C. Promotes STEP and Develops Community Training Sites**[ ]  Specialist considers the student’s age, experience, interest and post-secondary goals in locating a training placement. [ ]  Specialist evaluates students to determine any accommodations needed for student success at any site. [ ]  Specialist provides for a job coach when needed [ ]  Specialist establishes an employment network to include volunteer to paid experiences  | Click here to enter text. |
| **3D. Assesses Student Progress in STEP**[ ]  Specialist makes the standards of high quality work clear [ ]  Students are invited to assess their own work and make improvements [ ]  Feedback includes specific and timely guidance[ ]  Demonstrates consistent, relevant data collection | Click here to enter text. |
| **3E. Flexibility and Responsiveness**[ ]  When improvising becomes necessary, Specialist makes adjustments to the lesson[ ]  Specialist incorporates students’ interests and questions into the sessions[ ]  Specialist conveys to students that s/he has other approaches to try when they experience difficulty | Click here to enter text. |

***Note:*** *Unchecked boxes mean only that a trait was* ***not observed*** *during this short observation. The trait may not have been applicable to this lesson, or it may have been demonstrated before or after this observation period.*

***Evaluator or employee may request a post-conference to further address information observed.***