

MODEL FORM

Assist states with monitoring, get data on SES providers

Here's a Model Form, adapted from one developed by Nevada's **Clark County School District**, that you can use to collect data on the services that SES providers are rendering to your district's students. By using a rating system such as the one on this form, you can collect

information on various aspects of providers' services and use it to help your state educational agency fulfill its monitoring responsibilities. Modify the form to include any other components that are important to your district's SES coordinators or other stakeholders, or to your SEA.

SES PROVIDER OBSERVATION

1 IDENTIFYING INFORMATION

SES Provider _____ Site Location _____

Date _____ Room # _____ Time In _____ Time Out _____

Student/Tutor Ratio _____ Tutor Name _____

2 OBSERVATION RUBRIC

- 1 = Clearly Evident
- 2 = More Structure or Planning Needed
- 3 = Not Evident in This Observation

- > Is instruction clear and focused? 1 2 3
- > Are strategies and activities aligned with learning objectives? 1 2 3
- > Does tutor use reteaching strategies? 1 2 3
- > Does tutor use and prepare resources appropriately? 1 2 3
- > Is relevant student practice provided? 1 2 3

3 PLANNING & PREPARATION

- > Does tutor post and address learning objective? 1 2 3
- > Is lesson plan visible in room? 1 2 3
- > Are student plans or folders visible and used to guide instruction? 1 2 3

4 INSTRUCTION: EFFECTIVENESS OF TEACHING

- > Does tutor work effectively with total group? 1 2 3
- > Does tutor instruct small group effectively? 1 2 3
- > Does tutor give individual help? 1 2 3
- > Does tutor monitor student work? 1 2 3
- > Does tutor use hands-on activity/manipulatives? 1 2 3

5 INSTRUCTION: MEETS IDENTIFIED NEEDS OF STUDENTS

- > Does tutor give pre/interim/post assessments? 1 2 3
- > Does tutor differentiate instruction to meet different learning needs of students? 1 2 3
- > Does tutor continually monitor learning progress in a variety of ways? 1 2 3

6 INSTRUCTION: BEST PRACTICES

- > Does tutor establish high learning expectations? 1 2 3

7 INSTRUCTIONAL ENVIRONMENT

- > Does tutor efficiently use allocated learning time to maintain academic focus? 1 2 3
- > Does tutor consistently use positive direction and reinforcement to promote responsible student behavior? 1 2 3
- > Does tutor-student interaction consistently demonstrate mutual respect? 1 2 3
- > Is the level of student movement/talk appropriate for activity? 1 2 3
- > Is the learning setting appropriate for academic focus? 1 2 3

8 COMMENTS

9 SIGNATURE

District Representative _____

Date _____