

VPK – IMPROVEMENT PLAN STAFF OBSERVATION TOOL



Name of Center

Director Name

Teacher Name

Date

Start/End Time

Observation Items	Yes	No	Note specific items to address/reflect on at monthly meeting
Language development interactions between teacher and children noted.	<input type="checkbox"/>	<input type="checkbox"/>	<p>These interactions were noted during observation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Individual conversations with each child. <input type="checkbox"/> Small group interactions focusing on building vocabulary. <p>Additional Information:</p>
Teacher has written lesson plans including specific instruction geared toward language & phonological awareness.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Note Specific Examples:</p>
Language and development strategies noted during observation.	<input type="checkbox"/>	<input type="checkbox"/>	<p>These strategies were noted during observation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Language Scaffolding. <input type="checkbox"/> Book Embedded Vocabulary Instruction. <input type="checkbox"/> Dialogic Reading. <input type="checkbox"/> Think, Show, Tell, Talk. <p>Additional Information:</p>
The Florida Developmental Standards for 4 Year Old children is used regularly and is available in the classroom for review as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<p>What Standards need addressing in the classroom based on review of lesson plans and observation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Physical Development <input type="checkbox"/> Approaches to Learning <input type="checkbox"/> Social and Emotional Development <input type="checkbox"/> Language, Communication, and Emergent Literacy <input type="checkbox"/> Cognitive Development and General Knowledge <p>Additional Information:</p>
Phonological awareness focused interactions between teacher and children noted.	<input type="checkbox"/>	<input type="checkbox"/>	<p>These interactions were noted during observation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Interactions are based on children's knowledge. <input type="checkbox"/> Small group interactions focus on particular phonological awareness skills. <p>Additional Information:</p>
Phonological awareness strategies noted during observation.	<input type="checkbox"/>	<input type="checkbox"/>	<p>These interactions were noted during observation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Props were effectively used to promote children's understanding of phonological awareness concepts. <p>Additional Information:</p>