Collaborative Assessment Log

Teacher ______________________________ Date ____________________ Next Meeting Date ____________________________

Mentor ______________________________ Date ____________________ Focus ________________________________

Check all that apply:  
- Observing  
- Demonstration Lesson  
- Video Taping  
- Veteran Teacher Observation  
- Reflecting  
- Problem Solving  
- Development & Review of ILP  
- Connect to ILP Goals  
- Other ____________________________

+ What’s Working:  

Δ Current Focus – Challenges – Concerns:

Teacher’s Next Steps:  

Mentor’s Next Steps:

PP = Planning and Preparation  

<table>
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<th>Knowledge of:</th>
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<td>Content</td>
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<td>Prerequisite Relationships</td>
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<td>Characteristics of Age Group</td>
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<td>Students’ Varied Approaches to Learning</td>
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<td>Students’ Interests and Cultural Heritage</td>
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<td>Resources for Students</td>
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CE = The Classroom Environment  

- Teacher Interaction with Students  
- Student Interaction  
- Importance of the Content  
- Student Pride in Work  
- Expectations for Learning and Achievement  
- Management of Instructional Groups  
- Management of Materials and Supplies  
- Performance of Non-Instructional Duties  
- Supervision of Volunteers and Paraprofessionals  
- Expectations  
- Monitoring of Student Behavior  
- Response to Student Misbehavior  
- Safety and Arrangement of Furniture  
- Accessibility to Learning and Use of Physical Resources

I = Instruction  

- Directions and Procedures  
- Oral and Written Language  
- Quality of Questions  
- Discussion Techniques  
- Student Participation  
- Representation of Content  
- Activities and Assignments  
- Grouping of Students  
- Instructional Materials and Resources  
- Structure and Pacing  
- Quality: Accurate, Substantive, Constructive and Specific  
- Timeliness  
- Lesson Adjustment  
- Response to Students  
- Persistence

PR = Professional Responsibilities  

- Accuracy  
- Use in Future Teaching  
- Student Completion of Assignments  
- Student Progress in Learning  
- Non-instructional Records  
- Information about the Instructional Program  
- Information about Individual Students  
- Engagement of Families in the Instructional Programs  
- Relationships with Colleagues  
- Service to the School  
- Participation in School and District Projects  
- Enhancement of Content Knowledge and Pedagogical Skill  
- Service to the Profession  
- Service to Students  
- Advocacy  
- Decision Making