

Principal Observation Log Sample – Whole Staff
Jacksonville Elementary School

Teacher	Date	What I was looking for	What I saw	What we discussed/ next steps/ next observation date
<i>Phoebe Jones (1st grade)</i>	<i>9-12-07</i>	<i>Student engagement at beginning of reading block – coach had indicated that teacher was struggling with mgmt and was resistant to coaching</i>	<i>Students sat on rug for 7 minutes prior to lesson beginning Mrs. Jones taught lesson with about 60% participation from students 5 students were excused to go to restroom during lesson Mrs. Jones called on raised hands only</i>	<i>Coach demonstrating lesson on 9-14-07 with engagement and mgmt techniques highlighted (check with Jodi) Mrs. Jones will i.d. two techniques to use right away in classroom I will visit again on 9-18-07 to observe implementation of new ideas</i>
<i>Taylor Graedon (SpEd)</i>	<i>9-14-07</i>	<i>Adherence to the Reading Mastery manual – he had repeatedly indicated that the program was “too hard” for his lowest kids and we need to check it out</i>	<i>As I followed the manual, Taylor was using game-like techniques to keep kids involved Engagement was high – kids were having fun! Taylor skipped around in manual – hard to follow what he was teaching from at each moment</i>	<i>Questions to ask Taylor: Why did you choose to skip around in manual? Do you think that the skipping around could be setting kids up for confusion, which makes their “getting” the material even more difficult? How do we continue to use the game-like technique but stick with the program design? Want to compliment Taylor on enthusiasm and not squelch it! Taylor agreed to teach the lesson in order and wanted to receive feedback from Jodi on his adherence to the program and student engagement. Will set up time to work with Jodi.</i>

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