

Checklist: Classroom Management

Directions

The teacher and the observer should each complete a copy of this form (total of two forms). When the observation is finished, they can sit down together, compare results, and come up with an agreed upon plan of action as needed.

A) For each of the points listed below, **circle** the appropriate response to...

Question: Do you see a routine or strategy for managing this in this class?
Answer: **YES, NO, ??** (not sure), or **NA** (not applicable).

B) When you are finished, put a check by the three items that are most important to you.

1.	An orderly beginning of the class.	YES	NO	??	NA
2.	Class agenda and homework assignments.	YES	NO	??	NA
3.	Minimizing disruptions (late students, visitors, etc.).	YES	NO	??	NA
4.	Students seeking help.	YES	NO	??	NA
5.	Teacher signaling when to stop talking.	YES	NO	??	NA
6.	Quick and efficient distributing and collecting of materials, assignments, etc.	YES	NO	??	NA
7.	Signaling that instruction is about to begin.	YES	NO	??	NA
8.	Procedure for changing seating for various learner groupings and activities.	YES	NO	??	NA
9.	Procedure for students leaving and returning from lunch, recess, library, other classes, etc.	YES	NO	??	NA
10.	Clear guidelines for using activity centers, library corner, support materials, etc.	YES	NO	??	NA
11.	Quick and efficient clean-up routine.	YES	NO	??	NA
12.	Students have optional activities and know what to do when a test or activity is finished early.	YES	NO	??	NA
13.	An orderly end of the class.	YES	NO	??	NA

Observation Focus: Classroom Management

Date:

Name of teacher:

Name of observer:

School:

Students

- Age (grade):
- Number in class:
- Language level:
- Other:

Teacher comments:

Observer comments and questions:

Agreed on plan of action and timeline: