



**Applying New Knowledge:
Learning & Transfer**

Child Care Training Consultants, LLC

Reviewed and Updated: 11/2021

Instructor Feedback Policy

Post-Observation Conference

PROCESS

The evaluation process is ongoing throughout the year and consist of both formal and informal evaluatons. If an instructor/course designer falters during the course of the year, the evaluator may request that additional evaluation steps be incorporated into the process.

If the Instructor's performance is unsatisfactory, the instructor may request a formal meeting with evaluator to discuss the evaluation.

Evaluators shall maintain a record of all formal and informal observations, Times, dates, duration or observation and any pertinent discussion, action or agreements surrounding these events. Evaluation documents will be maintained in the administrative office for a three-year period.

SUMMATIVE EVALUATION REPORT Child Care Training Consultants, LLC

Instructor's Name	Title of Training	Date
Evaluator's Name	Date	Evaluatee's Signature
		Date

(The evaluatee's signature indicates this report has been reviewed and discussed.)

DIRECTIONS: Place a check in the column that best describes the evaluatee's performance on that criterion. When "Commendable," "Developing," "Unsatisfactory," or "No" ratings are given, comments must be written to support the rating.

DEFINITIONS:

- *Commendable*
The instructor/course designer performs the criterion at a level which exceeds the district standards. The instructor/course designer demonstrates most of the descriptors consistently, accurately, and efficiently. If a descriptor is not observed, the employee can, upon request, provide significant and relevant information about the descriptor and explain why the descriptor was not used or applicable.
- *Proficient*
The instructor/course designer performs the criterion at a level which meets the district standards. The instructor/course designer demonstrates many of the descriptors consistently and without significant error. If a descriptor is not observed, the employee can, upon request, provide sufficient relevant information to demonstrate reasonable understanding of the descriptor and offer a valid explanation as to why the descriptor was not used or applicable.
- *Developing*
The instructor/course designer performs the criterion at a level which indicates improved performance is necessary to meet district standards. The instructor/course designer demonstrates many of the descriptors with minimal proficiency and/or the application of many of the descriptors reflects some inconsistency or error. If a descriptor is not observed, the employee can, upon request, demonstrate minimal knowledge of the concept and/or offer a minimal explanation as to why the descriptor was not used or applicable.
- *Unsatisfactory*
The instructor/course designer performs the criterion at a level which fails to meet district standards. The instructor/course designer often fails to demonstrate most of the descriptors and/or the application of most of the descriptors often reflects significant error. If a descriptor is not observed, the employee, upon request, is unable to offer a reasonable explanation as to why the descriptor was not used or applicable.
- *N/A*
Criterion is not applicable.

PRODUCTIVE TEACHING TECHNIQUES

Criteria	Levels of Performance				
	Commendable	Proficient	Developing	Unsatisfactory	N/A

1. Lectures, discussion and activities were relevant to course
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Evaluator Comments:	Evaluatee Comments:
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2. Instructor displayed a thorough knowledge of the subject matter
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Evaluator Comments:	Evaluatee Comments:
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3. Instructor was organized and displayed evidence of skillful preparation.
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Evaluator Comments:	Evaluatee Comments:
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PRODUCTIVE TEACHING TECHNIQUES

Criteria	Levels of Performance				
	Commendable	Proficient	Developing	Unsatisfactory	N/A

4. Instructor presented material at an appropriate pace.

Evaluator Comments:	Evaluatee Comments:
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5. Instructor emphasized important points.

Evaluator Comments:	Evaluatee Comments:
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6. The class atmosphere was conducive to student learning.

Evaluator Comments:	Evaluatee Comments:
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PRODUCTIVE TEACHING TECHNIQUES (CONTINUED)

Criteria	Levels of Performance				
	Commendable	Proficient	Developing	Unsatisfactory	N/A

7. Instructor indicated what was expected of students on test, essays, or assignments.

Evaluator Comments:	Evaluatee Comments:
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8. I would recommend this course to other students.

Evaluator Comments:	Evaluatee Comments:
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9. I would recommend this instructor to other students.

Evaluator Comments:	Evaluatee Comments:
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Course & Instructor Feed Back

Please use the scale to respond to the following statements.

Training Event Title: Instructor/Course Designer Name: Date:						
	1 Strongly Agree (Poor)	2 Disagree (Fair)	3 Neither Disagree or Agree	4 Agree (Good)	5 Strongly Agree (Excellent)	N/A
Lectures, discussion and activities were relevant to course objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor displayed a thorough knowledge of the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor was organized and displayed evidence of skillful preparation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor presented material at an appropriate pace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor emphasized important points.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The class atmosphere was conducive to student learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor indicated what was expected of students on test, essays, or assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this course to other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this instructor to other students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Please write any additional comments)

 Evaluatee's Signature/ Date

 Evaluator's Signature/ Date