

## Educator Skill Evaluation

Educator \_\_\_\_\_

Observer \_\_\_\_\_

Date \_\_\_\_\_

Rating Scale	Notations
5- Exceptional 4- Exceeded expectations 3- Met expectations 2- Did not meet expectations 1- Significantly below expectations	++ Strength + Acceptable - Requires attention -- Deficient

Professionalism – How well did the educator demonstrate professionalism?	Rating
Did the educator...?	
	Have the room and AV set up at least thirty minutes before the class start time
	Greet participants as they arrived
	Start and end on time
	Present a professional image
	Speak clearly and confidently
	Demonstrate effective body language

Examples/Notes

Transfer of Learning – How well did the educator use adult learning principles to transfer knowledge and facilitate skill building?	Rating
Did the educator...?	
	Define terms
	Explain the importance of concepts
	Explain the process, procedure, or “how to” associated with the concept
	Create opportunities to experience the concept
	Enable use in “real life”

Examples/Notes

Learner Engagement – How well did the educator engage learners and keep their attention?	Rating
Did the educator...?	
	Balance asking and telling
	Use relevant stories
	Provide examples and analogies
	Blend lecture and interactive learning

Examples/Notes

Structure and Flow – How well did the educator manage the learning process?		Rating
Did the educator...?		
	Present an agenda or overview	
	Deliver content in a logical sequence	
	Answer or defer questions appropriately	
	Provide clear directions	
	Manage time and pace	
	Create smooth transitions between topics	

Examples/Notes

Professional Knowledge – How well did the educator demonstrate professional knowledge?	Rating
Did the educator demonstrate...?	
	Knowledge of the topic(s)
	Knowledge of the field
	An understanding of the organization
	An understanding of the learners
Examples/Notes	