

# Educator Skill Evaluation

## INSTRUCTIONS FOR USING THIS TOOL

Educator \_\_\_\_\_

Observer \_\_\_\_\_

Date \_\_\_\_\_

Notations	Rating Scale
++ Strength + Acceptable - Requires attention -- Deficient	5- Exceptional 4- Exceeded expectations 3- Met expectations 2- Did not meet expectations 1- Significantly below expectations
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>Notations go here.</b> They indicate how effectively the educator demonstrated each target behavior</p> </div>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>A rating for the competency goes here.</b> To determine a rating, consider the notations you made for each target behavior, and your response to the overall question (e.g. How well did the educator demonstrate professionalism?)</p> </div>
<b>Professionalism – How well did the educator demonstrate professionalism?</b>	
Did the educator...?	Rating <b>3</b>
-	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

**Specific examples are essential.** An educator must understand what she said or did to achieve a specific rating, so make as many notes as possible during your observation. Include actions and direct quotes, and indicate which behavior the educator was demonstrating.

Example of effective notes:

- *Room set up* – still setting up room at 6:15 PM when first participants arrived
- + *Greeting* - Greeted every participant as they entered the room
- + *Start on time* – 6:32 PM - “Welcome to Breastfeeding Class. We are going to get started.”
- *Speaks clearly* – Difficult to hear in back of room – participants asked you to speak up four times

**Discuss your feedback with the educator.** After completing the evaluation form, use it to guide your feedback for the educator. Provide the feedback as soon as possible after the observation. Be sincere and specific. Discuss strengths and development areas, and come to agreement on 1-2 areas for focus.