

Guidelines for completing *The Site Visit Observation Record Form*

Performance Assessment Standards	Evaluation Guideline
SECTION I.	
A. Opened with standard intro (1 st lesson) or reviewed last week's lesson and participants' accomplishments	<ul style="list-style-type: none"> • CAs should introduce themselves as outlined in Activity #1 in Lesson 1. Or review Before You Begin Activities outlined in the NEPM.
B. Explained main objectives & topics for the day in the class introduction	<ul style="list-style-type: none"> • No interpretation needed.
C. Educator used an approved lesson	<ul style="list-style-type: none"> • This requires that Educator is using an adult/youth lesson or curriculum that has been developed and/or approved at the state level. Lessons must encourage participants to share their current behaviors and suggest healthful practices they are willing to adopt.
D. Content was appropriate for the audience.	<ul style="list-style-type: none"> • The lesson being taught must be appropriate according to age and educational level. • Educator used the <i>Tally Sheet</i> to select the topic area. • Educator used the <i>Behavioral Inventory</i> to identify behaviors that need improvement.
E. Demonstrated knowledge of background info	<ul style="list-style-type: none"> • Educator demonstrated that background information that is associated with the lesson has been read and comprehended prior to delivering the lesson.
F. Accurately presented Dietary Guidelines concepts	<ul style="list-style-type: none"> • Concepts from the current Dietary Guidelines were promoted throughout the lesson
G. Used appropriate teaching aids.	<ul style="list-style-type: none"> • Educator should be prepared with all the teaching material for their lesson, in order to perform all the activities.

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<p>H. Used creativity within the boundaries of the lesson</p>	<ul style="list-style-type: none"> • Educator was able to transmit concepts using approved enhancements/enrichments and/or through alternative delivery techniques without changing the lesson.
<p>I. Displayed appropriate interaction within the group setting</p>	<ul style="list-style-type: none"> • Educator portrayed a good rapport with his/her class. They are able to conform to the group dynamic and setting while maintaining the flow of the class.
<p>J. Gave clear directions for activities</p>	<ul style="list-style-type: none"> • Instructions are given and educator makes sure everyone in the group understands the directions.
<p>K. Gave the participants time to think, questioned, paused and called names (probed).</p>	<ul style="list-style-type: none"> • No interpretation needed
<p>L. Presentations were well organized & clear.</p>	<ul style="list-style-type: none"> • No interpretation needed.
<p>M. Appropriately modified the environment to increase interactivity and attention</p>	<ul style="list-style-type: none"> • Seated participants in a circle as outlined in the NEPM (if feasible), or structured the class in a style that was best for forum style learning.
<p>N. Recognized and expressed personal limitations on subject matter, invited questions and ensured follow up on seeking information.</p>	<ul style="list-style-type: none"> • Educator needs to make it clear that he/she may not know the correct response to a question or comment. They then need to follow-up on that information for the class.
<p>O. Met group needs by adapting teaching styles.</p>	<ul style="list-style-type: none"> • Educator adapts their teaching style to meet age, education and cultural diversities. • Educator should demonstrate different methods and make them appropriate to age and educational level. • Examples of varying methods that approved by Supervisor include: class discussion, question and answer, cooking practice/skill development, role playing, videos, case studies, lectures, visual materials and games.
<p>P. Demonstrated understanding of lesson objectives</p>	<ul style="list-style-type: none"> • During “Next Week’s Goals” Educator should reinforce and reiterate the lesson objectives if all are not recited. Educator should be able to explain the message of each objective if asked.

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<p>Q. Maintained an environment where all participants were able to express themselves</p>	<ul style="list-style-type: none"> • Educator monitors the group discussions and activities so that every participant is included and feels comfortable to express their feelings openly.
<p>R. Demonstrated the ability to gauge participants' understanding; transitions were governed by participants achievement</p>	<ul style="list-style-type: none"> • Educator should not proceed to the next part of the lesson until there is consensus in the class that most understand the concept taught.
<p>S. Used approved teaching aids appropriately</p>	<ul style="list-style-type: none"> • Use of approved teaching aid should be used to enrich the learning experience that connects with the objectives of the lesson being taught
<p>T. Recognized the value of time-on-task and demonstrated overall use of the instructional period</p>	<ul style="list-style-type: none"> • Educators should remain within the allotted time for each activity and instructional period.
<p>U. Actively involved participants</p>	<ul style="list-style-type: none"> • Educator implements the approved behaviorally focused lessons following the activities incorporated in the lessons, which allow for class participation.
<p>V. Exhibited good use of prep time</p>	<ul style="list-style-type: none"> • Educator was prepared with all the necessary materials, and prepared enrichments/food prior to presentation if applicable
<p>W. Gave feed-back to the participants</p>	<ul style="list-style-type: none"> • Educator should give the participants positive feedback about their comments and /or participation
<p>X. Restated primary lesson objectives in the closing</p>	<ul style="list-style-type: none"> • Educator reiterated all the objectives in the "Next Week Goals" section of the lesson or reinforced the objectives covered in the lesson.
<p>Y. All components of the teaching packet was on-site</p>	<ul style="list-style-type: none"> • A complete LABELED teaching packet includes: PPA, Sign-In Sheet (s), Lesson Plan, Drop Form, Success Stories, Diet Recall, Daily Food Plan, Sample of Diet Recalls and Daily Food Plans, Behavioral Inventories and its Answer Sheets, Resource List and Volunteer Registration Forms- see NEPM for more detailed information.
<p>Z. Displayed appropriate posters, etc...</p>	<ul style="list-style-type: none"> • Justice poster, MyPlate and MyPyramid poster and/or any other poster affiliated with the lesson being taught.

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Performance Assessment Standards	Evaluation Guideline
SECTION II	
Summary of Observation	In this section the Observer should take notes about the delivery of the class in sequential order. Be sure to discuss demeanor and style of delivery. Add comments made by the participants and reactions to the lesson.
Site Teacher/Director Comments	In this section the Observer can add information about the Classroom Management style that the educator adopted or created (and/or lack thereof). Observer should attempt to meet with the volunteer in charge about their thoughts and attitudes regarding the program's implementation. Find out if there are any needs that may be met on our behalf.
Overall Comments	In closing, the Observer should try to summate the experience and provide recommendations or follow up. Add any comments from the educator or conditions that speak to their performance.
<i>Once completed, the Site Observation must be shared with the Educator; be sure to include all parties that took part in observing the Educator (those who signed the bottom of the form.)</i>	