

Teacher Checklist- Procedures

Procedure for:	Needs Improvement	Getting there	Proficient- Good to go
1. Entering the classroom	No	Somewhat	Yes
2. Retrieving supplies	No	Somewhat	Yes
3. Getting a drink	No	Somewhat	Yes
4. Using the restroom	No	Somewhat	Yes
5. Illness/emergency	No	Somewhat	Yes
6. Sharpening/replacement of pencil	No	Somewhat	Yes
7. Gaining student attention	No	Somewhat	Yes
8. Asking for help	No	Somewhat	Yes
9. Taking a break	No	Somewhat	Yes
10. Lining up	No	Somewhat	Yes
11. Going to lunch/library/specials	No	Somewhat	Yes
12. Going to recess/recess rules	No	Somewhat	Yes
13. Completing and turning in work	No	Somewhat	Yes
14. Options for down time	No	Somewhat	Yes
15. Peer tutoring/partner work	No	Somewhat	Yes
16. Routine of class time	No	Somewhat	Yes
17. Transitions between activities within the classroom	No	Somewhat	Yes
18. Transitions between classes- lining up, walking in the hall, etc.	No	Somewhat	Yes

19. Instructional routine	No	Somewhat	Yes
20. End of day	No	Somewhat	Yes
21. Initially, procedures are posted/visually supported	No	Somewhat	Yes
22. Procedures are simple/easy to remember- use of acronyms, songs, diagrams, etc.	No	Somewhat	Yes
23. Procedures are explicitly taught in the beginning	No	Somewhat	Yes
24. Procedures are modeled	No	Somewhat	Yes
25. Procedures are practiced until students achieve mastery	No	Somewhat	Yes
26. Procedures are monitored- more in the beginning, then less over time	No	Somewhat	Yes
27. Procedures are reinforced	No	Somewhat	Yes
28. Procedures are reviewed and/or practiced after breaks	No	Somewhat	Yes
29. Students understand and follow procedures	No	Somewhat	Yes
30. Teacher reminders and prompts	I am prompting multiple students several times per day.	I prompt a few students on occasion but not daily.	I rarely prompt students.
Totals:			

Goals for improvement: