

**NATCHITOCHE PARISH SCHOOL SYSTEM  
TUTOR OBSERVATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_ SCHOOL \_\_\_\_\_

Key: (S) Satisfactory (N) Needs Improvement (U) Unsatisfactory (N/O) Not Observed

	S	N	U	N/O	COMMENT
<b>PERSONAL</b>					
1. Set appropriate model through appearance					
2. Uses acceptable English					
3. Reveals a positive attitude					
4. Exhibits self-confidence					
<b>PERFORMANCE</b>					
1. Demonstrates a willingness to perform assigned duties					
2. Maintains confidentiality of school and student information					
3. Completes work on schedule					
4. Arrives at classroom and assigned duties on time					
5. Upholds school policy					
<b>MANAGEMENT</b>					
1. Uses time wisely					
2. Maintains accurate records and reports					
3. Prepares and organizes material					
4. Operates machines and equipment					
<b>TUTORIAL</b>					
1. Implements instructional activities as assigned by the teacher					
2. Maintains control of students in a tutorial group					
3. Possesses a general knowledge and understanding of subject matter					
4. Exhibits care and concern for the individual needs of students					

SIGNATURE OF OBSERVER \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE OF TUTOR \_\_\_\_\_ CONFERENCE DATE \_\_\_\_\_

My signature indicates that I have read the results and received a copy of the observation; however, it does not necessarily indicate agreement or disagreement with the results.