



# Instructional Technology TA TEKS Lab Observation Checklist

School: \_\_\_\_\_ Principal: \_\_\_\_\_ Teacher: \_\_\_\_\_ Rm#: \_\_\_\_\_

## Curriculum

On Target ←				→ Needs Improvement	Comments
Lesson Plan	Lesson plan reflects current cpg	Lesson plan follows TA TEKS but does not coordinate with current cpg	Lesson plan does not follow TA TEKS and current scope/sequence	No current lesson plan	
Online Curriculum	Integrates and uses department approved online curriculum in lessons (Learning. com, MS Tech Apps, PH Successnet, My Dallas ISD Online, AP website)		Uses online curriculum	Online curriculum not used	
Assessment	Evidence of completed student rubrics, profiles, or reports/grade books			No evidence of completed student rubrics, profiles, or reports/grade books	
Curriculum Displays	Relevant visual materials, word wall, and posters related to TA TEKS displayed	Relevant visual materials, word wall, or posters related to TA TEKS displayed.	Irrelevant visual materials, word wall, and posters related to TA TEKS displayed	No relevant visual materials/posters related to TA TEKS	
Student Work	Current & relevant student work posted and maintained in an electronic portfolio	Current & relevant student work maintained in an electronic portfolio	Current & relevant student work posted	No student work posted or maintained in an electronic portfolio	

## Personnel

On Target ←				→ Needs Improvement	Comments
Staffing	Full-time, lab teacher	Part-time, lab teacher	TA, substitute teacher, or teachers bring their own students	Lab not staffed	
Professional Development (as verified by district training history)	Meets current Tech Apps teacher professional development requirements & attends additional training	Meets current Tech Apps teacher professional development requirements	Some of the Tech Apps teacher professional development requirements met	None of the Tech Apps teacher professional development requirements met	
Certification/Degree as verified by SBEC	Current Technology Applications certification (Secondary required)	Bachelor's or Master's degree in technology or related degree	Certified in other area	No degree	

## System Integrity

On Target ←		→ Needs Improvement		Comments	
Optimized Image	All updates installed	OS & antivirus updates installed	Plug-ins (Flash, Acrobat, etc.) not installed	No current updates	
Consumables by School (Toner, paper, batteries, headphones)	All consumables supplied		Some consumables supplied	No consumables supplied	
Software	Only Instructional Technology supplied software installed	Additional software installed not causing conflicts with lab image		Additional software installed causing conflicts with lab image	
Hardware	All hardware present and working properly	Hardware missing with documentation and TAC tickets entered for non-working hardware	Hardware missing but no documentation, and/or TAC tickets not monitored	Hardware needing TAC ticket entry	

## Learning Environment

On Target ←		→ Needs Improvement		Comments	
Safety	Good data and electrical cable management			Poor cable management	
Classroom Management Displays	Lab schedule, rules, rewards, and consequences posted	Two or three classroom management components posted	One classroom management component posted	No classroom management components posted	
Student Network Usage	Students log in and utilize their network home directory		Students log in	Students do not log in	
Cleanliness	Classroom is free of clutter; hardware is clean and dust-free			Classroom cleanliness needs to be addressed	
Time On Task	Adequate time spent on TA TEKS curriculum with students engaged			Inadequate time spent on TA TEKS curriculum	

## Commendations and/or Recommendations

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
**Instructional Coach, Instructional Technology**