

East San Gabriel Valley Regional Occupational Program and Technical Center

TEACHER ON SPECIAL ASSIGNMENT (TOSA) OBSERVATION SNAPSHOT

Employee: _____

Evaluator: _____

Date: _____

School/Worksite: _____

Check only those that apply and add comments in the space provided

1. CREATES A POSITIVE WORKING ENVIRONMENT:

- | | | |
|---|---|---|
| <input type="checkbox"/> Uses time wisely | <input type="checkbox"/> Observes rules & procedures | <input type="checkbox"/> Safe environment |
| <input type="checkbox"/> Conforms to work hours | <input type="checkbox"/> Accepts constructive criticism well | <input type="checkbox"/> Flexibility is evident |
| <input type="checkbox"/> Clean/neat work station/area | <input type="checkbox"/> Greets staff, students & visitors in a professional manner | <input type="checkbox"/> Other: _____ |

COMMENTS:

2. EMPLOYEE:

- | | | |
|--|---|--|
| <input type="checkbox"/> Is a self-starter | <input type="checkbox"/> Practices newly acquired skills | <input type="checkbox"/> Task-oriented |
| <input type="checkbox"/> Shows initiative | <input type="checkbox"/> Engages in assignment/task | <input type="checkbox"/> Is flexible; can adapt to changes in work routine |
| <input type="checkbox"/> Applies new skills without continuously asking for guidance | <input type="checkbox"/> Works with minimal supervision | <input type="checkbox"/> Takes advantage of opportunities for self-improvement |
| <input type="checkbox"/> Cooperates with others in work situations | <input type="checkbox"/> Accepts direction without resentment | <input type="checkbox"/> Other: _____ |

COMMENTS:

3. ACTIVITIES:

- | | | |
|---|--|---|
| <input type="checkbox"/> Individual work | <input type="checkbox"/> Short & long-term projects/research | <input type="checkbox"/> Open-ended problem-solving |
| <input type="checkbox"/> Hands-on learning | <input type="checkbox"/> Computation skills | <input type="checkbox"/> Discussion of self /peer assessments |
| <input type="checkbox"/> Budgetary skills | <input type="checkbox"/> Data analysis | <input type="checkbox"/> Concise Reports |
| <input type="checkbox"/> Performs job accurately and thoroughly | <input type="checkbox"/> Meets deadlines & schedules for assignments | <input type="checkbox"/> Possesses the knowledge and skills to carry out work assignments |
| <input type="checkbox"/> Uses sound judgment | <input type="checkbox"/> Shows pride in work performed | <input type="checkbox"/> Other: _____ |

COMMENTS:

4. DESCRIBE BEST EVIDENCE OF TEAM BUILDING/COLLEGIALITY WITH THIS EMPLOYEE: