



**SPECIAL SERVICES, JOHNSON COUNTY and SURROUNDING SCHOOLS:
Certified Personnel Performance Checklist for Structured Teaching**

CPPC-5

Person completing the form: _____ Building Administrator _____ Co-op Administrator _____ Other: _____

Name of employee being observed: _____ Observer: _____

Setting for observation (including name of school): _____ Date: _____ Time: _____

The following checklist may be used during a short observation or a classroom walk through:

	Expectations for Physical Structure	Yes	No	Not Observed	Not Applicable
1	Independent work space provided for each student.				
2	Designated Small group space.				
3	Designated Larger group space.				
4	Sensory materials.				
5	Materials accessible to students for independent activities.				
6	Supervision of students is easily attained (no physical obstacles).				
7	Designated areas are consistent (ex: art activities are consistently completed at the large group table).				
Individualization of Schedules					
8	Schedule representation matches student's reading and fine motor skills (Object/picture/words).				
9	Schedule is an appropriate length for student.				
10	Schedule is easily manipulated by student.				
11	Schedule is easily accessible for student.				
12	Schedule is implemented.				
Individualization of Work Systems/Checklist for Tasks					
13	Tasks arranged left to right.				
14	Visual cues provided to encourage independent completion of activities.				
15	Completed activities are placed on the right (on shelf/container).				
16	Tasks are appropriate length for student.				
17	Student remains seated during independent work time.				
18	System is set up and ready to go before student enters independent area.				
19	Uses space and containers to organize materials.				
20	Uses visuals to engage student- materials define task to be completed.				
21	Uses visuals to provide systematic strategy for task completion.				
General Observations					
22	Students are appropriately supported and supervised.				
23	Tone of voice used with students is appropriate.				
24	Students are working on goals as outlined in the IEP.				
25	Positive behavior supports are used with each student.				

Strengths/Concerns/General Notes/Recommendations: