

**San Jose Evergreen Community College District
OBSERVATION FORM FOR ACADEMIC SKILLS FACULTY**

FACULTY MEMBER'S NAME: _____

Evaluator: _____ **Date:** _____

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Librarians

	RATING	COMMENTS
1. Promotes access to and use of the tutoring center.		
2. Communicates information clearly, concisely, and effectively.		
3. Schedules tutors to serve student appointments and walk-ins on a daily basis; and the schedule meets the varying student needs throughout the term.		
4. Demonstrates sensitivity to differing students learning styles.		
5. Provides training for tutors that addresses pedagogical, behavioral and diversity issues.		
6. Assists in the development and the integration of tutorial and supplemental instruction services in the designated campus-wide strategic plans (e.g. Basic Skills & Student Success)		
7. Creates an environment responsive to the curricular and learning needs of the college.		
8. Keeps current on changes in the field of tutoring and learning support and recommends innovations to maintain the state of art nature of the tutoring center.		
9. Works closely with faculty to identify tutors with appropriate background skills.		
10. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities.		