***HAMERENOAH ST. MARY WASHINGTON DC***

**Department of Education Children Sunday school**

**Classroom Walkthrough Checklist**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rating: 1- Poor, 2 –Fair, 3- Average, 4- Good, 5- Excellent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Yes** | **No** | **Score** | **Remark** |
| **1.Prayer** |  |  |  |  |
| * 1. Does the teacher open the class with prayer
 |  |  |  |  |
| 1.2 Does the teacher close the class with prayer |  |  |  |  |
| 1.3 Does the teacher help students practice prayer |  |  |  |  |
| **2. Classroom environment** |  |  |  |  |
| 2.1 Does the teacher able to control the class room |  |  |  |  |
| 2.2 Does the teacher follow discipline guide line outlined by Education department |  |  |  |  |
| 2.3 Does the teacher interact with students in respectful manner |  |  |  |  |
| 2.4 Does the teacher discipline students with bad behavior according to the discipline guideline |  |  |  |  |
| 2.5 Does the teacher interact with parent helpers when needed |  |  |  |  |
| **3. Lesson Plan** |  |  |  |  |
| 3.1 Does the teacher follow the curriculum as outlined by department of education |  |  |  |  |
| 3.2 Does the teacher come prepared the lesson plan of the day |  |  |  |  |
| 3.3 Does the teacher finish the lesson plan on time |  |  |  |  |
| 3.4 Does the teacher answer students concern and question with in the lesson plan |  |  |  |  |
| 3.5 Does the teacher use Visual, Audio and other material to teach the lesson plan |  |  |  |  |
| **4. Teacher Punctuality** |  |  |  |  |
| 4.1 Does the teacher arrive on time |  |  |  |  |
| 4.2 Does the teacher lead by example in class room |  |  |  |  |
| 4.3 Does the teacher have a good working relationship with students |  |  |  |  |
| 4.4 Does the teacher collect all class room materials at the end of the class |  |  |  |  |
| **5. In class Activity** |  |  |  |  |
| 5.1 Does the teacher encourage student activity in class room |  |  |  |  |
| 5.2 Does the teacher use in class activity in accordance with the days lesson |  |  |  |  |
| 5.3 Does the teacher give class work |  |  |  |  |
|  |  |  |  |  |
| **Task** | **Yes** | **No** | **Score** | **Remark** |
| 5.4 Does the teacher encourage group or individual competition as a learning mechanism |  |  |  |  |
| 5.5 Does the teacher collect and grade homework on timely manner |  |  |  |  |
| **6. Communication** |  |  |  |  |
| 6.1 Does the teacher use skooly communication app effectively |  |  |  |  |
| 6.2 Does the teacher use skooly communication app to communicate with parents and students |  |  |  |  |
| 6.3 Does the teacher use skooly communication app to communicate with staff members |  |  |  |  |
| **7. Sermon** |  |  |  |  |
| 7.1 Does the teacher request appropriate sermon to meet student request and need |  |  |  |  |
| 7.2 Does the teacher record students question and request for sermon |  |  |  |  |
| **8. Qdasie** |  |  |  |  |
| 8.1 Does the teacher follow Qdasie guideline provided by department of education |  |  |  |  |
| 8.2 Does the teacher utilize the required time to teach Qdasie |  |  |  |  |
| Total Score |  |  |

**Lesson Plan Review**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other Comment**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teachers Signature Supervisor Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**