Practice Makes Perfect!
Director Observation Checklist for Environment Rating Scales

PURPOSE:
It is important for the center Director to coach the right practices in the center staff members. This requires a multi-faceted approach to leadership and management. The following process assists the director in planning observation in each classroom. The end result should be a specific objective listing of strengths and weaknesses that become a strategic work plan.

1. **List each classroom name, personnel, time & date for observation and the item number and name to be observed.**

Date	Time	Classroom Name	Personnel	Section Observing

2. **Strengths and Growth Areas:**

Item # & Page #	Strength Observed	Growth Areas

3. Strategic Plan of Action:

Item # Item name	Growth Areas	Strategic Plan (who, what, how)	Follow up date

Staff & Director Signature/Date