

Literacy Volunteers of Coconino County Tutor Self Evaluation

Name: _____

Date _____

Rate the following on a scale of 1 to 4 with

4 = I do this most of the time.
3 = I do this some of the time.
2 = I do this rarely.
1 = I never do this.

Preparation

- | | | | | |
|--|---|---|---|---|
| 1. I come to each session with a lesson plan. | 4 | 3 | 2 | 1 |
| 2. I select a variety of resources and activities to meet my objectives. | 4 | 3 | 2 | 1 |
| 3. I choose materials that are of interest to my student. | 4 | 3 | 2 | 1 |
| 4. My visual aids are varied (pictures, real objects) appropriate and ready to use. | 4 | 3 | 2 | 1 |
| 5. My lesson plan builds on previous lessons and fits into an overall direction. | 4 | 3 | 2 | 1 |
| 6. I have an idea of how long each activity will take and have extra material, just in case. | 4 | 3 | 2 | 1 |
| 7. I have spent time finding out what my student's goals are. | 4 | 3 | 2 | 1 |

Teaching

- | | | | | |
|---|---|---|---|---|
| 1. I generally follow my lesson plan. | 4 | 3 | 2 | 1 |
| 3. I use appropriate warm-up, break, and closing activities. | 4 | 3 | 2 | 1 |
| 4. I include review in each lesson. | 4 | 3 | 2 | 1 |
| 5. I begin with simple activities and build to more difficult ones. | 4 | 3 | 2 | 1 |
| 6. I allow an appropriate amount of time for each activity. | 4 | 3 | 2 | 1 |
| 7. I use appropriate learning styles for my student (VAKT). | 4 | 3 | 2 | 1 |
| 8. I use listening, speaking, reading, and/or writing activities appropriate to the level of my student. | 4 | 3 | 2 | 1 |
| 9. I encourage my student to actively participate and give opportunities for my student to design his/her own learning. | 4 | 3 | 2 | 1 |
| 10. I encourage my student to ask questions and express opinions. | 4 | 3 | 2 | 1 |
| 11. I relate lesson content to my student's life. | 4 | 3 | 2 | 1 |
| 12. I use real things and situations to teach learning points whenever possible. | 4 | 3 | 2 | 1 |
| 13. I make sure my student understands and masters one concept before moving to the next.
(FOR ESL tutors only.) | 4 | 3 | 2 | 1 |
| 14. I speak to my student in unbroken English. | 4 | 3 | 2 | 1 |
| 15. I speak clearly, audibly, and at a normal pace. | 4 | 3 | 2 | 1 |
| 16. My student talks more than I do. | 4 | 3 | 2 | 1 |
| 17. I use errors I notice as learning points for future lessons. | 4 | 3 | 2 | 1 |

Evaluation

- | | | | | |
|---|---|---|---|---|
| 1. I give clear and immediate answers to my student's questions. | 4 | 3 | 2 | 1 |
| 2. I regularly assess my student's understanding of what was taught using a variety of methods (writing samples, spelling tests, comprehension questions, observation of correct pronunciations). | 4 | 3 | 2 | 1 |
| 3. I use my assessment data to modify future lessons. | 4 | 3 | 2 | 1 |

Management of Session

1. I am consistent and punctual for my tutoring sessions.	4	3	2	1
2. I notify my student if I have a change of schedule.	4	3	2	1
3. I keep current and accurate records of student progress.	4	3	2	1
4. I report my hours monthly.	4	3	2	1
5. I have a plan for each lesson, but am flexible to meet my student's special needs.	4	3	2	1
6. I relay any necessary information to my coordinator about my student.	4	3	2	1
7. I help my student access other resources when needed.	4	3	2	1

Student Attitude

1. My student attends consistently and shows up ready to work.	4	3	2	1
2. My student seems enthusiastic and motivated during the tutor session.	4	3	2	1

Tutor Attitude

1. I feel good about what/how my student is learning.	4	3	2	1
2. I am interested in and enthusiastic about my tutoring.	4	3	2	1

Please complete the following sentences.

1. My student and I spend a lot of time ...

2. My student and I especially enjoy ...

3. A concept, grammar point, language problem, etc. that I seem to teach over and over is...

Personal Comments

1. What has been the most satisfying part of your tutoring experience?

2. What has been the most difficult part of your tutoring experience?

3. What are some of your favorite and/or most effective teaching methods or materials?

4. Is there anything you would like to mention or is there anything additional we could do to help you with your tutoring experience?