

## Meeting Observation Tool for Special Education Team Members

Educator: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Observer: \_\_\_\_\_

	Not Observed	Developing	Applied	Evidence/Notes
1. The educator is adequately prepared for the meeting.				
2. Explains IEP or evaluation documentation and content clearly using language that parents and other team members understand.				
3. Supports the development of understandable and measurable goals to promote student growth.				
4. Responds appropriately to questions or conflict that may arise during meetings.				
5. Accurately analyzes assessment results to make appropriate recommendations for supporting the student.				
6. Demonstrates active listening, and shows respect for input from all team members.				

Areas of Strength:

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Opportunities for Growth:

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**Not observed:** indicates that the observer did not see evidence of this element during the time frame. If the evidence should have been present, but was not, then the observer will make note of what was missing.

**Developing:** some evidence of this element was observed, but consistency or full implementation was not observed. **Applied:** evidence of this element was observed and well implemented.