



AYSO Lead Instructor Observation Form

Instructor:	Mentor:
Date:	Location:
Course:	Level: <input type="checkbox"/> Reg <input type="checkbox"/> Int <input type="checkbox"/> Adv

Definitions of scores for evaluation: 1= Fails to meet minimum standards; 2= Sometimes meets minimum standards; 3= Meets minimum standards; 4= Sometimes exceeds minimum standards; 5= Consistently exceeds minimum standards

Criteria – Lead Instructor	1	2	3	4	5	Comments
Pre-class:						
Understood the Lead Instructor requirements						
Properly registered course						
Arranged for adequate space and conditions						
Provided adequate/qualified instructor staff						
Provided well-coordinated/organized program						
Presentation Support:						
Met all Teaching Plan goals and objectives						
Ensured all required material available						
Supported needs of instructor staff						
Maintained adequate control of course						
Corrected any factual errors in presentations						
Acted as mentor to instructor staff						
Continually managed time						
Post-class:						
Conducted post-course wrap-up w/instructor staff						
Understood requirements as instructor role model						

