Tutor Performance Checklist

Purpose: This checklist provides a structured framework for evaluating tutor performance, ensuring high-quality instruction, and continuous professional growth. Coaches can use this checklist to guide feedback sessions and track tutor progress.

Scoring Guide 1 – Needs Development 2 – Meets Expectations 3 – Exceeds Expectations		
Domain	**Tutor Characteristics/Actions**	**Score (1-3)**
Attendance and Professionalism	Demonstrates punctuality and preparedness for all sessions.	
Pre-Session Preparation	Gathers and organizes materials in advance.	
	Reviews session content beforehand.	
	Sets clear student learning goals and personal growth objectives.	
Session Opening	Engages students with a structured and welcoming start.	
Core Lesson Delivery	Uses interventions based on student needs.	
	Selects appropriate strategies for special populations.	
Session Practice	Provides guided and independent practice opportunities.	
Exit Ticket/Formative Assessment	Uses quick assessments to measure student understanding.	
Data Collection	Collects and records student progress data accurately.	
Instructional Strategies	Encourages critical thinking through open-ended questions.	
HQIM Confidence	Tutor was prepared to use the High-quality instructional materials (HQIM) and HQIM was utilized as intended with fidelity.	
Relationship-Building	Establishes trust and rapport with students.	
Equity and Inclusion	Demonstrates cultural awareness and adapts instruction to diverse learners.	