



Adult Basic Education Instructor Self-Evaluation

(November 2006)

Name: _____ Outreach Location: _____

1. How do you recruit new students?

2. Do you feel comfortable helping students complete the registration form, educational goal plan and age waiver forms (when applicable)?
_____Yes _____No

3. Do you have an orientation for new students? If yes, please describe.
_____Yes _____No

4. Are you comfortable administering the pre & post TABE, Best Plus and Best Literacy examinations?
_____Yes _____No
 - a. Would you be interested in pursuing a Best Plus certification course?
_____Yes _____No

5. Have you mastered registering students on PLATO? _____Yes _____No
How frequently do you use PLATO with your students?

6. How would you rate your GED tutoring skills in the following areas:

Reading:
Math:
Writing & Grammar:
Science:
Social Studies:

7. Do you administer the GED Pretest after the Post TABE test? _____Yes _____No

8. Do you send all required paperwork in on a monthly basis; inclusive of instructor timesheets, student attendance records, intake forms, educational goal plans and test scores when applicable? _____Yes _____No

9. Do you maintain an organized record system that clearly 'tracks' all students progress? _____ Yes _____No

Describe.

10. Have you attended any regional and/or local professional development seminars/workshops, etc. in the past year? _____Yes _____No
If yes, please list.

11. What would you consider your greatest strengths?

12. A. What area(s) do you feel you could improve upon?

B. How can EWC help you improve any areas of potential weakness(es)?

13. Please state three goals that you have for yourself and your center for the upcoming year.

14. What could EWC do for you and your program that would help improve the overall program?