

## **Appendix A: Teacher Observation Forms**

### **1. Announced Observation: Pre-Observation Form for all Teachers in Section III**

The teacher must electronically certify the pre-observation form through StaffTrac two school days prior to the pre-observation. Below are the questions that appear on the pre-observation form, sorted by domain. The length and detail of the submission is determined by the teacher but should adequately respond to the questions, understanding that the domains are weighted differently.

#### **Domain 1A: Demonstrating Knowledge of Content and Pedagogy**

- What Learning Standards and/or Performance Indicators are being addressed?
- How is your lesson aligned with the one or more of the Graduation Competencies?
- How does this lesson relate to your curriculum? How does it incorporate key concepts/topics? Where does it fit into the sequence of learning? How will you use this lesson to further students' learning?
- Are there any interdisciplinary connections? If so, outline the connections.

#### **Domain 1B: Demonstrating Knowledge of Students:**

- Describe the students in this class. Include specific developmental characteristics, student skill levels, special needs, student interests, etc.
- How was your knowledge of students used as part of your planning and/or integrated into the planning process?

#### **Domain 1C: Setting Instructional Outcomes**

- State your student learning objectives/outcomes for this lesson. Outcome statements should be written in the form of student learning and understanding (as opposed to tasks, activities etc.), and suggest appropriate assessment techniques. Learning outcomes should reflect different types of learning (knowledge/understanding, critical thinking and analysis, communication/interpersonal skills, etc.) Describe how you have incorporated differentiation within this lesson.
- How do outcomes engage students cognitively? Describe how the outcomes represent high expectations, intellectual rigor and learning that is central to the discipline and related to the Graduation Competencies.

- How has student diversity influenced your instructional outcomes?

#### Domain 1D: Knowledge of Resources:

- Describe the resources used to implement this lesson:
  - o Instructional resources: Inside the classroom (instructional technology, manipulatives, models, etc.) and outside the classroom (technological resources, museums, concerts, links to business and industry, etc.)
  - o Resources to extend your knowledge of the content (technology, professional literature, professional relationships and affiliations...)
  - o Resources to assist students: Services and supports beyond school (technological supports, peer tutoring, homework hotline, support services and related agencies...)

#### Domain 1E: Designing Coherent Instruction

- Describe how the instructional experiences support the outcomes of the lesson.
- Explain how you have differentiated the lesson to be suitable for diverse learners while engaging all students in high level cognitive experiences.
- Explain how this lesson fits into long range planning/unit planning. Consider how this lesson fits sequentially with past and future lessons.
- Explain how instructional grouping is designed to support learning outcomes.

(As practical, please bring copies of any materials the students will be using to the pre-conference)

#### Domain 1F: Designing Student Assessment

- How will you assess the instructional outcomes, including content and process?
- What criteria, standards of performance and/or tools will be used to determine student success?
- How will expectations be developed with and communicated to students?
- How will the information from the assessments (formative, summative, etc.) be used by the teacher and students for future planning and learning?

## Domains 4d and 4e: Professional Community; Growing and Developing Professionally

- Explain how participating in a professional community, professional development, and/or related collegial support helped you develop, prepare for and/or modify this lesson.

### Other Considerations:

- Are there any other comments you would like to add regarding the preparation of this lesson?
- Is there anything that you would like me to specifically observe during the lesson?

## **2. Announced Observation: Post-Observation Form for all Teachers in Section III**

The post-observation form must be electronically certified by the teacher through StaffTrac one day prior to the post-observation conference.

1. In general, how successful was the lesson? Did the students learn what you intended for them to learn? How do you know? (Domains 3d and 4a)
2. If you are able to bring samples of student work, what do those samples reveal about those students' levels of engagement and understanding? (Domains 3d and 3c)
3. Comment on your classroom procedures, student conduct, your use of physical space (Domains 2b, 2c, 2d, and 2e), maintaining accurate records and communication with families (Domains 4b and 4c). To what extent did these contribute to student learning?
4. Did you depart from your plan? If so, how and why? (Domain 3e)
5. Comment on different aspects of your instructional delivery (e.g., activities, grouping of students, materials and resources.) To what extent were they effective? (Domains 2a, 2b, 3c, 3e, 1d and 1e)
6. If you had a chance to teach this lesson again to the same group of students, what would you do differently, from planning through execution? (Domain 4a)

