

## PCS Fall Scheduled Observation Protocol 2015-2016

(must be completed for all teachers by December 18)

	<b>Principal</b>	<b>Teacher</b>
<b>Pre-Observation</b>	<ol style="list-style-type: none"> <li>Develop/ Share Growth Goals (Building and Teacher Specific)</li> <li><i>Announced Observation (D2+D3)</i> <ul style="list-style-type: none"> <li>Schedule                             <ul style="list-style-type: none"> <li>→ <i>Teacher Planning Form and Pre-Observation Conference</i> (optional)</li> <li>→ Announced Observation</li> <li>→ <i>Teacher Lesson Reflection Form and Post-Observation Conference</i></li> </ul> </li> <li>View <i>Teacher Planning Forms, Teacher Lesson Plan, and Other Artifacts</i></li> <li>Option to hold <i>Pre-Observation Conference</i></li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>Upload Growth Goals (Building and Teacher Specific)</li> <li><i>Announced Observation (D2+D3)</i> <ul style="list-style-type: none"> <li>Complete &amp; Submit <i>Teacher Planning Form</i></li> <li>Submit                             <ul style="list-style-type: none"> <li>→ <i>Teacher Lesson Plan</i> (required)</li> <li>→ <i>Other Artifacts</i> (optional)</li> </ul> </li> <li>Option to hold <i>Pre-Observation Conference</i></li> </ul> </li> </ol>
<b>Observation</b>	<ul style="list-style-type: none"> <li>Assure Observation Scheduled – DO, if not</li> <li>Observe Lesson &amp; Collect Evidence/ Notes</li> </ul>	<ul style="list-style-type: none"> <li>Teach Lesson</li> </ul>
<b>Post-Observation</b>	<ul style="list-style-type: none"> <li>Assure <i>Teacher Lesson Reflection Form and Post-Observation Conference</i> Scheduled (DO, if not...)</li> <li>View <i>Teacher Lesson Reflection Form; Teacher Lesson Plan, and Other Artifacts</i></li> <li>Align Evidence/Notes to Domain 2 &amp; 3 Components</li> <li>Option to Share Notes &amp; Evidence w/Teacher before Scoring</li> <li>Score Domain 2 &amp; 3 Components*                             <ul style="list-style-type: none"> <li>→ Proficiency Level</li> <li>→ Critical Attributes</li> <li>→ Optional Narrative</li> </ul> </li> <li>Option to Submit <i>Observer Supplemental Artifacts</i></li> <li>Submit to Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; Submit <i>Lesson Reflection Form</i></li> <li>Option to Submit <i>Teacher Lesson Artifacts</i> (including samples of student work)</li> <li>Review Observation Summary*</li> </ul>
<b>Conference &amp; Finish</b>	<ul style="list-style-type: none"> <li>Hold Post-Observation Conference</li> <li>“Confirm” &amp; Permanently Save Observation Summary</li> </ul>	<ul style="list-style-type: none"> <li>Hold Post Observation Conference</li> </ul>

\*Scores Are For That One Observation Only