


PCS Winter/Spring Unscheduled Observation Protocol 2015-2016
(must be completed for all teachers by March 25)

	Principal	Teacher
Pre-Observation	<ul style="list-style-type: none"> Plan these outside of Teachscape <u>DO NOT SELECT</u> <i>Schedule</i> in Teachscape as that sends an e-mail to the teacher with the date 	
Observation¹	<ul style="list-style-type: none"> In Teachscape under <i>Unannounced Observation (D2+D3)</i>: <ul style="list-style-type: none"> → Select  for teacher → Select “<i>Start</i>” Observe lesson & record notes as evidence 	<ul style="list-style-type: none"> Teach lesson
Post-Observation	<ul style="list-style-type: none"> View lesson plan and state standard in “<i>Teacher Lesson Artifacts</i>” Align evidence/notes to Domain 2 & Domain 3 components Option to share notes & evidence w/teacher before scoring Score D2 + D3 components² <ul style="list-style-type: none"> → Proficiency Level → Critical Attributes → Optional Narrative Submit to teacher within 30 days of observation 	<ul style="list-style-type: none"> In <i>Unannounced Observation (D2+D3)</i>: <ul style="list-style-type: none"> ➤ Select <i>Teacher Lesson Artifacts</i> ➤ <i>Submit</i> lesson plan <u>with</u> state standard ➤ Option to submit other artifacts Review Observation Summary²
Optional Conference & Finish	<ul style="list-style-type: none"> Option to meet with teacher at your request <i>Confirm</i> & permanently <i>Save</i> observation summary <p>NOTE: Summative evaluation and conference will occur after this, but before May 15</p>	<ul style="list-style-type: none"> Option to meet with principal at your request <p>NOTE: Summative evaluation and conference will occur after this, but before May 15</p>

¹Minimum of one unscheduled observation for teachers rated Effective or Highly Effective. Two or more unscheduled observations for teachers rated Minimally Effective or Ineffective.

²Scores are for that one observation only