

Formal Observation Cycle

	Purpose	Conference
Pre-Observation	<ul style="list-style-type: none"> •To discuss goals, establish a date for the formal observation(s), discuss matters such as the professional activities to be observed (i.e. content, objectives, possible observable evidence to meet scoring criteria •Timing is very important. So, make your observations meaningful and relevant to what you want to accomplish. Let's put the "Dog and Pony Show" thinking behind us. •To what part of your teaching do you want your administrator to pay particular attention? How can your administrator be helpful to you through the observation process? •Remember, the focus is to be upon <u>your</u> growth and development. 	<ul style="list-style-type: none"> •Held prior to a formal observation or series of observations •Evaluator and teacher mutually agree to when the conference will be held •Sometimes, scheduling a series of observations over a specific period of time may provide your administrator a more complete picture of what you are accomplishing with your students. •Here is one scenario. You may want an administrator to see how you are introducing new knowledge to your students and to see how you will then give them opportunities to practice using that knowledge. Something like this typically occurs over a series of lessons beyond one day.
Post Observation	<ul style="list-style-type: none"> •To evaluate and review the evaluator's and teacher's evidence related to the criteria observed during the observation and discuss the teacher's performance •Your post observation should provide you with feedback that will support you in improving your instructional skills. This is the time to discuss your level(s) of teacher expertise; to celebrate success; and to receive assistance in improving specific instructional skills. 	<ul style="list-style-type: none"> •Held following a formal observation or a "series of observations" •Only one post observation conference is required for a "series of observations" •Evaluator will identify specific concerns for the applicable criteria •Evaluator will provide specific solutions to remedy the concern <i>in writing</i> •Teacher has the opportunity to respond •Come prepared to your meeting. Reflect on your practice using the evaluation rubrics to guide your thinking. •Take the time to thoughtfully complete your post observation conference form prior to your meeting.