

Administrator Observation Protocols

Administrators and observed personnel are encouraged to follow the protocols listed below in order to foster and maintain a collaborative, productive, and positive experience for all instructional staff members whose evaluation is based on a Danielson rubric.

General Observation Protocols (Formal and Informal)

1. Work collaboratively and maintain confidentiality of discussions and documents throughout the observation process.
2. Do not discuss ratings or the accuracy of ratings for lessons not observed. If a staff member approaches an administrator regarding an observation by another observer, the appropriate response is to listen, but the administrator should not comment on any ratings given during an observation at which he/she was not present.
3. Administrators should attempt to schedule around peers and mentors who are visiting in order to avoid multiple observations in a short period of time. Because the administrator is on campus, he/she should attempt to reschedule an observation when possible.
4. In addition to scheduling conflicts that may arise with formal observations, every attempt should be made to avoid two informal observations on the same day. Two formals on the same day or for the same lesson within the year are not permitted. Teachers are asked to accept that some scheduling conflicts may arise despite the best efforts to avoid them. Observed personnel should notify their administration as soon as they are aware of a scheduling conflict.
5. Communicate concerning absences. The administrator will be informed by the observed employee of any absence and/or change (immediate or long-term), which may affect the completion of the observation process.
6. Maintain the integrity of the classroom observation. Teachers will not remove students prior to or during the observation except for just cause. In addition, teachers who teach multiple subjects will be observed in various content areas.
7. Classes not regularly combined may not be combined for observations.
8. Make every effort to allow observed personnel, returning from extended leaves, two weeks before beginning any observations.
9. Adhering to district policy, no part of the observation process may be recorded (audio or video).
10. Use the journal. All observed personnel may document feedback and/or comments regarding the observation or observation report by going to the journal section in LTM. The journal is not a vehicle for discussion, but is viewed by observers at the end of the year when determining final evaluation ratings.

Formal Observations

In addition to the "General Observation Protocols," the following are specific to the formal observation process:

1. Work collaboratively to schedule a formal observation. Make every attempt to allow notice of 2 business days. Email should be checked regularly and scheduling requests should be responded to in a timely manner. If an observed employee is absent from work for the scheduled observation, the parties should work together to reschedule as close to the original date as possible. If the observed employee is again absent from work for the rescheduled observation, the administrator may proceed with an unannounced observation.
2. Communicate respectfully with each other. If an unexpected scheduling conflict arises, please notify the administrator at least one (1) business day in advance. Teachers will communicate to their administrator the length of the lesson to be observed, up to sixty (60) minutes.
3. The administrator will offer a pre-conference for all formal observations. Teachers may decline a pre-conference if they feel it is not needed. However, if the administrator views that the pre-conference is needed in order to accurately rate Domain 1, the conference will be held as scheduled.
4. Any person(s) not regularly assigned to the observation setting is not permitted to be present during any formal observation. This may include, but is not limited to, academic coaches, resource teachers, parents and guest speakers. The observed personnel should ensure that no such visitors are present.
5. To allow adequate time for teacher reflection, post conferences should not be held on the same day as the observation unless requested by the teacher and agreed to by the administrator. Discussions during the post-observation conference will center on, and be limited to, highlighting *Areas of Strength* and *Areas of Focus* that, if developed or refined, would enhance or improve professional best practices and learning opportunities for students. Ratings will not be discussed during the post-observation conference as they are not finalized until after the post-conference is completed.
6. Observed personnel and administrators should work together to develop the *Next Steps* that can be taken to enhance academic goals and improve student learning. Taking notes during the post-observation is encouraged for both observed personnel and administrators to maintain the integrity of the discussion. A written paper copy of the observation summary will not be provided at the post-observation conference.
7. Best Practice is to complete and upload (in LTM) the rubric ratings and teacher summary form in a timely manner, within ten (10) business days of the post-observation conference. Administrators will include comments in each text box of the summary for ratings that are *Exemplary* or *Requires Action* and for 4a, *Reflecting on Teaching*.

Informal Observations

In addition to the "General Observation Protocols," the following are specific to the informal observation process:

1. Best Practice for informal observations is to complete both Domain 2 & Domain 3. If the administrator elects not to do both 2 & 3, he/she should complete Domain 2 when there are concerns regarding the classroom environment. Complete Domain 3 when there are no concerns with the classroom environment.
2. Administrators will include comments in each text box for all ratings assigned in an informal observation.
3. The administrator should make it clear to the teacher upon entry that he/she is conducting an informal observation.
4. Best Practice is to complete and upload (in LTM) the rubric ratings within ten (10) business days of the informal observation.
5. Every attempt should be made to avoid two informal observations on the same day for an observed employee.
6. The administrator should not conduct an informal observation if he/she enters the room to find adults who are not regularly assigned to the observation setting or if, at the observer's discretion, the classroom activity does not support the observer's ability to rate the selected domain(s). Note: An observer may conduct an observation if a video or other media lesson is being conducted, as those reflect academic content.
7. Adhering to district policy, no part of the observation process may be recorded (audio or video).