

Peer Observation & Evaluation Protocols

Peer evaluators and observed personnel will adhere to the following protocols in order to foster and maintain a collaborative, productive, and positive experience for all instructional employees whose evaluation includes peer observation.

All peer evaluators and observed personnel are expected to

1. Work collaboratively and with professionalism throughout the observation process.
 - a. Peer evaluators will maintain confidentiality with discussions and documents involved in the observation process.
 - b. Peers will refrain from observing or evaluating personnel with whom a conflict of interest exists.
 - c. Peers may not serve as a professional reference for observed personnel.
2. Work collaboratively to schedule an observation cycle that is convenient for both parties. Emails should be checked regularly and scheduling requests should be made and responded to in a timely manner. If an observed employee cancels twice, the peer will proceed with the observation scheduling as an unannounced formal observation; all efforts will be made to accommodate the observed employee's original scheduling requests.
3. Avoid administration scheduling conflicts. Observations by peer evaluators and administrators cannot be completed on the same day or for the same activity.
4. Schedule pre-observation conferences. Although pre-conferences are optional, it is strongly recommended that pre-observation conferences are conducted as opting out may affect ratings.
5. Communicate respectfully with each other.
 - a. If a scheduling conflict arises, please notify the peer evaluator at least one (1) business day in advance.
 - b. The observed employee will notify the peer of any absence and/or change (immediate or long-term) that may affect the observation process.
 - c. Observed personnel will communicate to their peer evaluator the length of the lesson/session to be observed, up to a maximum of sixty (60) minutes.
6. Accommodate calibrations. Peers will participate in periodic calibrations. Please be advised that assigned peers may be accompanied by another peer for calibration purposes.
7. Adhere to district policy that no part of the observation process may be recorded (audio or video).

8. Submit forms in a timely manner. Observed personnel, with the exception of technology resource teachers, are asked to complete the pre-observation form (Self-Appraisal in LTM) pertinent to their role at the beginning of each observation cycle and submit at least one (1) business day prior to the scheduled observation.
9. Maintain the integrity of the observation and ensure that observed lessons/sessions reflect authentic practice of the observed personnel.
 - a. Lessons/sessions may not be planned by persons other than the observed employee.
 - b. Observed lessons/sessions may not be repeated for multiple observations.
 - c. Observed lessons/sessions should not be rehearsed with students prior to the observation.
 - d. Observed personnel will not remove students prior to or during the observation except for just cause.
 - e. Students not regularly assigned to the class should not be added to the class for observations. Students' regular service delivery schedules should be maintained regardless of the observation schedule.
 - f. Classes that are not regularly combined may not be combined for observations.
 - g. Teachers who teach multiple subjects will be observed in various content areas.
10. Adhere to established guidelines regarding guests during observation. Any person(s) not regularly assigned to the observation setting are not permitted to be present during any formal observation, which may include, but not limited to, academic coaches, resource teachers, interns, practicum students, students' parents, guest speakers, and other observer (excluding calibrators). Observed personnel should ensure that no such visitors are present for the observation.
11. During the formal observation cycle, review and discuss a summary of the observation. Discussions during the post-observation conference will center on, and be limited to, highlighting areas of *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 conference is completed.
12. 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 conference is encouraged to maintain the integrity of the discussion. A written paper copy of the observation summary will not be provided at the post-observation conference. The summary will be available in LTM following the observation cycle.
13. Upload information in Lawson Talent Management in a timely manner. Peers will complete and upload (in LTM) the rubric ratings and observation summary form within ten (10) business days with the goal of five (5) business days of the post-observation conference. For a formal observation, comments will be included for each component rated *Exemplary* or *Requires Action* and for component 4a, *Reflecting on Teaching*. For an informal observation, comments will be included for each rated component.

14. Follow the guidelines of informal observations, including:
 - a. The duration of an informal observation is 20-30 minutes.
 - b. Peer evaluators will send observed employees a notification email outlining the five (5) business day window of time they will be at the school conducting informal observations. The notification email will be no less than one (1) business day, but no more than two (2) weeks, prior to the first day of the observation window.
 - c. Peer evaluators will make every effort to comply with the given observation window. However, if the peer evaluator is unable to complete the informal observation during the notified window, he/she will send a new notification email with a new observation window once the informal observation is rescheduled.
 - d. Observed personnel do not complete a self-appraisal for informal observations.
 - e. The peer evaluator will send a communication email within two (2) business days of the informal observation. The email will inquire as to any events that occurred prior to or during the observation that may have impacted what was observed. The observed employee's response is optional, but must be received by the peer within two (2) business days from when the initial email was sent to receive consideration.
15. 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. If a response is required, please email the assigned peer.