

## 2013-2014 JPPSS Compass Observation Guidance

*Please note that we have been informed that the LDOE will be making changes to the observation platform in the Compass Information System (CIS) soon. We will update this guidance as soon as we are clear on how the changes will affect your practice.*

### Observation Types

*Every employee should have at least one **formal** observation and one **informal** observation. See additional guidelines below.*

- A **formal** evaluation is a scheduled observation and consists of a pre-observation conference, an observation, and a post-observation conference.
  - The pre-conference should take place no more than five (5) school days before the observation is conducted. The date of this conference should be noted in CIS.
  - During the pre-conference, you should review the teacher's lesson plan for the date you will be observing him/her, and you should ask questions that will help you clarify what you should expect to see during that time. You may elect to ask the teacher to provide additional artifacts for your review, such as unit plans, assessments, etc.
  - The post-conference should take place no more than five (5) school days after the observation is conducted. The date of this conference should be noted in CIS.
  - Observation notes should be entered into CIS and shared with the teacher (by clicking the box in CIS that allows you to make the observation viewable) no more than ten (10) school days after the observation is conducted. You should also print the observation report from CIS and have the teacher sign it as additional documentation that feedback was provided.
  - The feedback delivered, both orally and in writing, should reflect rationale for the employee's score in each of the observations component, as well as overall strengths and areas for improvement.
- An **informal** evaluation is an unscheduled observation.
  - Since this is an unscheduled observation, there should not be a pre-observation conference.
  - However, you may elect to give teachers a window of time that they can expect their informal observations to take place. (For example, you may choose to share that all K and 1st grade teachers will be observed in January).
  - After you conduct the informal observation, you may choose to gather additional artifacts from the teacher (lesson plans, etc.) to ensure you are making judgments for your observation ratings with complete information.
  - You may choose to have a post-observation conference after the informal observation, but it is not required.
  - As in the formal observation, you must provide written feedback through CIS to the teacher within ten (10) school days and have the teacher sign a printed copy of the observation report.

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### Observations Windows

*These windows apply to all employees, including leaders.*

- Formal observations begin on 9/3/13 and should be completed by 12/13/13.
- All formal observation data must be entered by 1/10/14.
- Informal observations begin on 1/10/13 and should be completed by 4/30/13. All observation data must be entered by this date.

### Observation Rubrics

*Use the rubrics below for each employee type. All rubrics can be found on the Instructional Performance Resource page under Observation Resources:*

- Teachers (non-TAP): Compass Teacher Rubric
  - All teachers should be observed and provided feedback on all components for both the formal and informal evaluations.
- Teachers (TAP): TAP Rubric
  - Follow the TAP guidance for conducting observations and enter scores in CODE. A final observation score, converted from the TAP SKR score, will be entered in CIS at the end of the year.
- Counselors: Compass Counselor Rubric
  - All counselors should be observed and provided feedback on all components for both the formal and informal evaluations.
- Librarians: LASL Librarian Rubric
  - Note that you will not be able to record observation scores in CIS and will need to keep hard-copy records of both librarian observations. An optional template for you to use for this will be provided shortly. You should submit copies of your librarian observations to your Compass contact by the end of each observation window.
- Leaders: Compass Leader Rubric
  - As with last year, you have the option to evaluate APs/Deans on two of the three domains of the Leader rubric.
    - All leaders will be assessed on Domain I: School Vision (one component)
    - If your AP/Dean's responsibilities do not fully align to one of the other domains (Domain II: School Culture and Domain III: Instruction), you may choose not to evaluate him/her on this domain. If this is the case, reach out to your Compass contact for more information.