



Pilot Classroom Observation Process for Classroom Teachers

Step 1 Setting Up An Observation Cycle	Step 2 Planning Conference (Pre-Observation)	Step 3 Conducting an Observation	Step 4 Reflecting Conference (Post-Observation)	Step 5 Concluding the Observation Cycle
<p>1. Your Principal/Vice-Principal will schedule an observation cycle with you.</p> <p>2. Your Principal/Vice-Principal will provide you with the <u>Interview Protocol for Planning Conference</u> in advance to help you prepare for the Planning conference.</p> <p>It will include:</p> <ul style="list-style-type: none"> • A planning conference (20-30 minutes) • An observation (15-30 minutes) • A reflecting conference (20-30 minutes) 	<p>1. During the Planning conference, you want to do the following:</p> <ul style="list-style-type: none"> • Review the components of the Hawaii's Pilot Classroom Observation Rubric Version 1.0 with your Principal. • Ask questions as it relates to your lesson plan and Hawaii's Pilot Classroom Observation Rubric Version 1.0. • Ask guiding questions from <u>Interview Protocol for Planning Conference</u> as applicable. <p>2. Share with your Principal/Vice-Principal your goals for the lesson you plan to teach on the day of your observation.</p> <p>(You may refer to your Pacing Guide, Lesson plan, as well as student characteristics or any other information that would assist your Principal or Vice-Principal in understanding what you will be teaching on the day of your observation.)</p> <p>3. If there have been previous observations, review past discussions and connections to this new observation.</p> <p>4. Share the objectives and activities of your lesson and any data you may want your Principal/Vice-Principal to collect (e.g. "My students are going to reduce fractions into lowest terms. I know that the boys in my class really like fractions, but can you track how many times I call on the boys compared to the girls in my class? I want to see if I am giving each group a fair shot at answering questions throughout the lesson.").</p>	<p>1. Carry out the lesson you discussed in your Planning Conference (your Principal/Vice-Principal will be recording evidence of the practices discussed during the Planning Conference and share their observation notes with you prior to and during the post-observation conference).</p> <p>Anticipate that during the classroom visit your Principal/Vice-Principal will be collecting evidence of teaching & learning practices that demonstrate levels of performance identified on Hawaii's Pilot Classroom Observation Rubric Version 1.0.</p> <p>2. Following the classroom visit, your Principal/Vice-Principal will email you their observations. Review his/her feedback and self-assess what occurred in relation to the planned practices and those identified on the Hawaii's Pilot Classroom Observation Rubric Version 1.0.</p> <p>3. You may prepare for the Post-Observation conference by selecting and sharing samples of student work as evidence of learning during your Reflecting Conference.</p> <p>4. Your Principal/Vice-Principal will schedule a Reflecting (post-observation) conference with you shortly.</p>	<p>During your Reflecting Conference, reflect back on your practices discussed during the Planning Conference and those demonstrated during the observation, based on the documentation provided by your Principal/Vice-Principal.</p> <p>1. During your post-observation conference:</p> <ul style="list-style-type: none"> • Summarize your recollection of the lesson-- mention things you thought went well in the lesson and things you would have done differently. • Discuss any data that the Principal/Vice-Principal captured during the observation. • Discuss the lesson & clarify evidence collected for each <i>Component</i>. • Reflect on the level of performance based on evidence collected and alignment to the <i>Components</i> on Hawaii's Pilot Classroom Observation Rubric Version 1.0. • After discussing the evidence, your Principal/Vice-Principal will assign a rating for each COMPONENT that was observed during the observation. (<i>NOTE: This is just a starting point, and reflects just one snapshot of your practice on that day. What is more important is the discussion with your Principal/Vice-Principal on how to work together to improve your practice to the next level on the rubric.</i>) • With your principal, prioritize the areas that you would like to work on for the rest of the school year or for a future visit. You or your Principal/Vice-Principal may use resources available to you including the Educational Impact on-line videos, PD360, and other supports to improve your practice. <p>2. Using the Teacher Observation Summary form, summarize in a few sentences the Reflection Conference. Your completed form will be attached to the Completed electronic Template that your Principal/Vice-Principal will complete after your Reflection Conference.</p>	<p>1. Your Principal/Vice-Principal will provide a completed copy of the Template to you via email. Your Teacher Observation Summary form will become part of the Observation record.</p> <p>Thank you for participating in the pilot observation!</p> <p>Your feedback and suggestions are needed to help us continually improve this process.</p> <p>Please complete <u>Teacher Feedback Form on Process for Classroom Observations with Pre & Post Conferences</u> and fax to: (808) 586-3419 or email to: OHR_Teacher_Eval@notes.k12.hi.us</p>