


[Directories](#)
[Calendars](#)
[Sitemap](#)
 [Search](#)

[Español](#) | [Hmoob](#) | [Soomaali](#)
[HOME](#) | [About](#) | [Schools](#) | [Parents](#) | [Students](#) | [Staff](#) | [Community](#) | [School Board](#) | [QUICK LINKS](#)

Teacher Development and Evaluation

[Home](#)
[Individualized Growth and Development Plan](#)
[Student Achievement](#)
[Student Engagement](#)
[Peer Collaboration](#)
[Educator Practice](#)
[Summative Evaluation](#)
[Oversight Committee](#)
[Administration](#)
[SPFT Stewards](#)
[FAQ](#)
[Feedback](#)
[Home](#) > [Peer Collaboration](#) > [Targeted Observation](#)

Observation

The observation component of Peer Collaboration is NOT an evaluation. The observation is the execution of the data collection plan that was agreed upon during the pre-observation conference.

It is recommended that the observation be at least 30 minutes for a classroom teacher. Ideally, a full lesson and/or class period would be observed. It is important to have a broad data perspective. For non-classroom educators, the educator can best determine the length of the observation. If an educator is working with various students, each over a short amount of time, then viewing multiple interactions could comprise the observation of the educator's targeted goal.

It is up to the educator if they want to announce to the students/audience why an observer is present. Letting students/audience know that the observer is there for the professional growth of the educator and not them, can put many students at ease. Students should not be prompted to act any differently because an observer is present.

The peer collaborator should stay neutral during an observation and not interact with students/audience unless it was agreed upon as part of the data collection plan. A later section describes next steps if concerns arise during the observation.

At the end of the peer collaboration experience, any documentation and notes that the peer collaborator recorded need to be given to the educator.

Keeping the Work Sacred

Peer Collaboration observations and conversations are built on trust. Details of an observation, pre-conference, or post-conference should not be shared with other colleagues, family, or community members. If you are asked, a general statement such as "I was a peer collaborator but I cannot elaborate on the work" is a solid response. Information is for the educator to share, not the peer collaborator.

What happens if there are concerns during the observation?

- If there are immediate safety concerns during the observation, then the educator should follow school policies. Otherwise the peer collaborator should remain neutral and in the role of an observer.
- If concerns arise from the observation, send an email to the principal. The email should state, "I was doing a peer collaboration in [name]'s room during [period/time of day]. I would like you to visit their classroom." In your email do not provide an explanation of your concern. Peer Collaboration is about creating a trusting and open space for a colleague to reflect on his/her professional practices. Information seen and heard should not be shared. If an administrator probes for more details please refer them to the TD&E website where this policy is posted. In the extreme case, if an investigation occurs then Human Resource will contact you and you a SPFT representative will be present.

[NON-DISCRIMINATION NOTICE](#) [CAREERS](#) [CONTACT US](#)

Saint Paul Public Schools, District 625 | 360 Colborne Street, Saint Paul, MN, 55102 | 651-767-8100 | communications@spps.org

[HOME](#) [ABOUT US](#) [SCHOOLS](#) [PARENTS](#) [STUDENTS](#) [STAFF](#) [COMMUNITY](#) [SCHOOL BOARD](#) [NEWS & SPOTLIGHT](#)

© Copyright 2011 Saint Paul Public Schools. All rights reserved.