

Formal Announced Observation Instructions 2017-18: Evaluator Version

The evaluator will schedule the dates for the pre-conference, observation, and post conference in the portal. The teacher will receive email notification that these dates have been scheduled. The teacher should then review the dates and times and can request a different date and time if necessary. While the evaluator makes the final decision on the date and time of the observation, the teacher is able to request a particular class period and that request should be granted if feasible.

****Please disregard the 2015-16 dates. They are just examples.**

Log in to Great Teacher & Great Leaders and click **Evaluation of Others**.



Great Teachers & Great Leaders CLEVELAND METROPOLITAN SCHOOL DISTRICT

My Evaluations **Evaluation of Others** My Growth Plan Staff Growth Plans

Welcome

Welcome to Great Teachers & Great Leaders, the evaluation and development resources and services to help improve their effectiveness.

Select the teacher from the list of staff assigned to you.

Status	Archived	OwnerName	Program
	—	Administrator, TrueNorth	2015-2016 Administrator Observation
	—	Professional101.test	2015-2016 Teacher

Under Announced Observation **Click Contains 10 Activities**

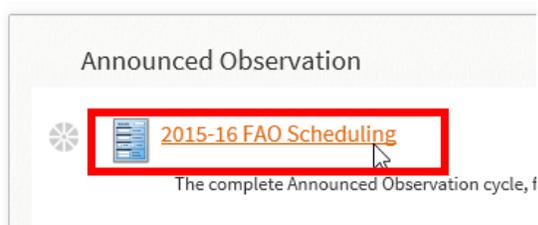


Walk-Through 1 (Mandatory) Contains 6 Activities

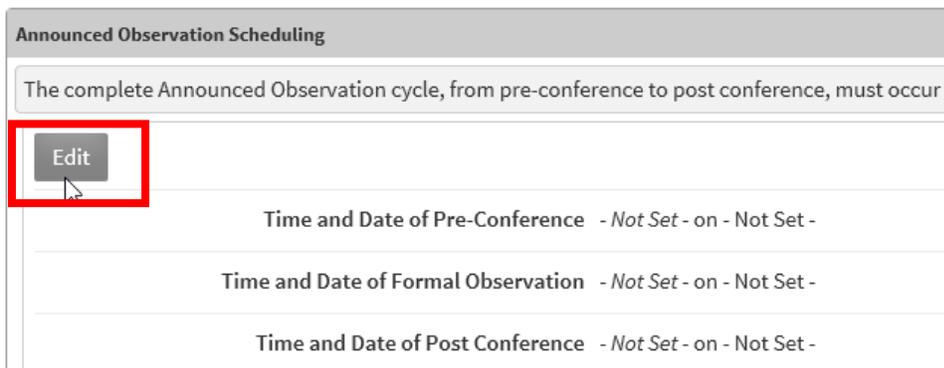
Announced Observation **Contains 10 Activities**

Formal Announced Observation Instructions 2017-18: Evaluator Version

Click 2017-18 FAO Scheduling



Click Edit to enter the form.



Announced Observation Scheduling

The complete Announced Observation cycle, from pre-conference to post conference, must occur

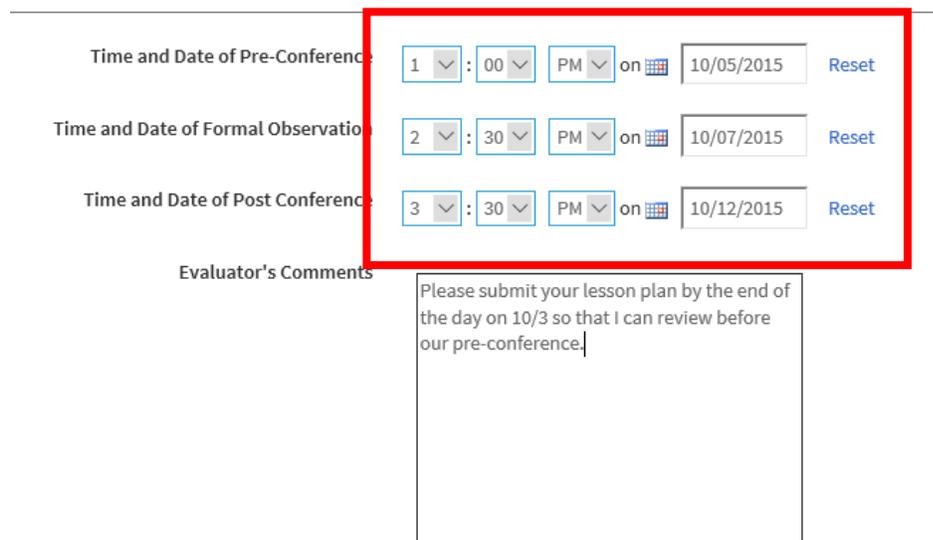
Edit

Time and Date of Pre-Conference - *Not Set* - on - *Not Set* -

Time and Date of Formal Observation - *Not Set* - on - *Not Set* -

Time and Date of Post Conference - *Not Set* - on - *Not Set* -

Enter the dates of all three meetings. Enter comments if needed.



Time and Date of Pre-Conference: 1 : 00 PM on 10/05/2015 [Reset](#)

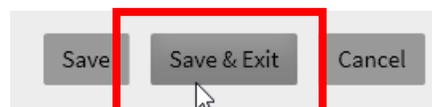
Time and Date of Formal Observation: 2 : 30 PM on 10/07/2015 [Reset](#)

Time and Date of Post Conference: 3 : 30 PM on 10/12/2015 [Reset](#)

Evaluator's Comments

Please submit your lesson plan by the end of the day on 10/3 so that I can review before our pre-conference.

Click Save & Exit



Save **Save & Exit** Cancel

Formal Announced Observation Instructions 2017-18: Evaluator Version

Click Mark Complete to send notice to the teacher that you have set the dates. You must click Mark Complete so the teacher receives an email.

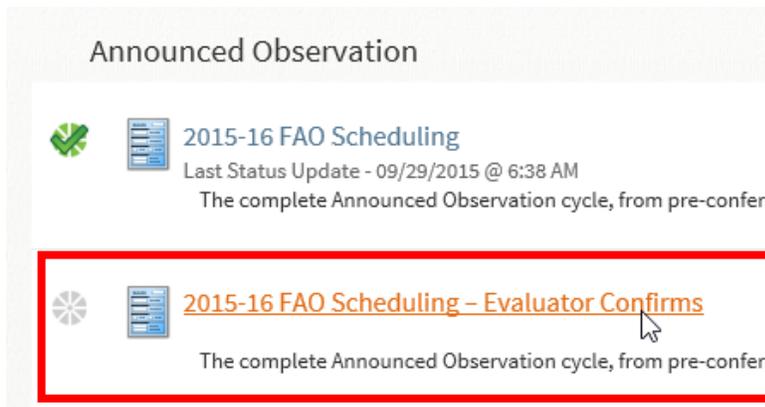
Evaluations

2015-2016 Teacher

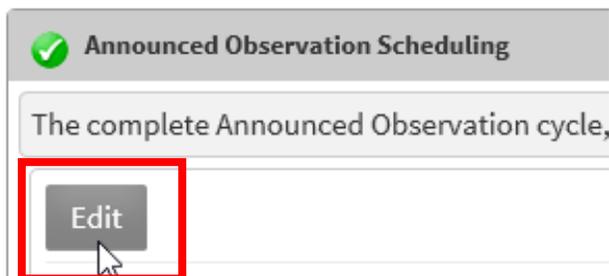


2015-16 FAO Scheduling for Professional101, test

The teacher will review the date and times and may suggest alternate dates and/or times. To see the suggestions and confirm the final dates and times **Click FAO Scheduling – Evaluator Confirms**.



Click Edit to enter the form.



Formal Announced Observation Instructions 2017-18: Evaluator Version

Edit the dates and times the teacher has suggested if needed. Once the dates are ready to be confirmed and finalized the **click the check box next to “These are the final dates.”**

Time and Date of Pre-Conference 2 : 00 PM on 10/05/2015 [Reset](#)

Time and Date of Formal Observation 2 : 30 PM on 10/07/2015 [Reset](#)

Time and Date of Post Conference 3 : 30 PM on 10/12/2015 [Reset](#)

Evaluator's Comments

Please submit your lesson plan by the end of the day on 10/3 so that I can review before our pre-conference.

Professional's Comments I need to meet at 2:00 on 10/5 and can we meet in my room?

Professional's Review of Dates I have reviewed these dates and propose the following

Evaluator Confirms Schedule These are the final dates.

Click Save & Exit



Click Mark Complete to send the notice of the final dates and times to the teacher. If you find you have to change the dates and times this step can be edited to reflect the updates but be sure the teacher knows if you make changes. It will not send a new email.

Evaluations

2015-2016 Teacher

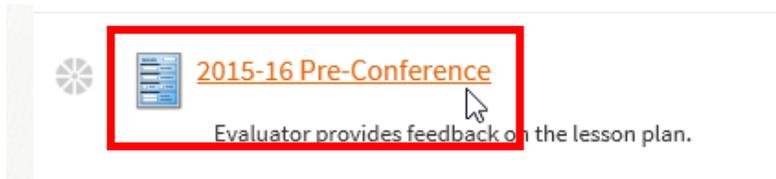


2015-16 FAO Scheduling – Evaluator Confirms for

Formal Announced Observation Instructions 2017-18: Evaluator Version

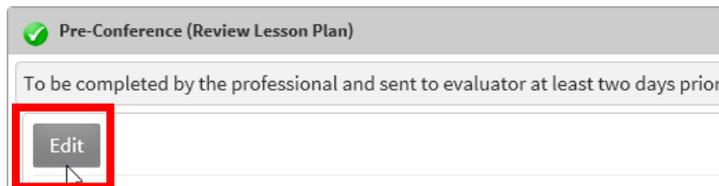
At least two days before the pre-conference the teacher should submit the Lesson Plan for the FAO in the portal. This is *not* the same as a daily plan (which can be included as an attachment if desired). It is an in-depth consideration of Domain 1 and Domain 4 as they influence this particular lesson. All components of Domain 1 are required. While not all of Domain 4 is required, teachers are encouraged to answer as completely as possible so they have as much evidence as possible over the course of the evaluation process.

Prior to the Pre-conference the evaluator should review the lesson plan and provide feedback. To enter feedback **click 2017-18 Pre-Conference**.



Click Edit to enter the form.

2015-16 Pre-Conference for Professional101, test



Pre-Conference (Review Lesson Plan)

To be completed by the professional and sent to evaluator at least two days prior

Edit

Enter your feedback in the text boxes.

<p>Domain 1: Planning and Preparation</p> <p>1a. Demonstrating Knowledge of Content and Pedagogy</p> <p>Evaluator's Comments and Suggestions</p> <p>1a. Demonstrating Knowledge of Content and Pedagogy</p>	<p>Evidence is required for all components of D1. Questions are for guidance; fully address each component of D1.</p> <p>FAO Lesson Plan</p> <div style="border: 2px solid red; padding: 10px; min-height: 150px;"> <p>Evaluator feedback</p> </div>
---	--

Attach a file if needed.

Formal Announced Observation Instructions 2017-18: Evaluator Version

Professional's Attachments There are no attachments.

Evaluator's Attachments

 Attach File ?

Date and time of pre-conference

- ▾ : - ▾ - ▾ on 

Reset

Click Save & Exit



Click Mark Complete to send notice of the feedback to the teacher.

Evaluations

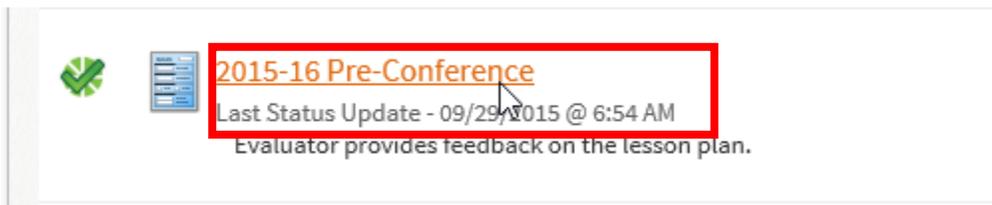
2015-2016 Teacher

<< Back

Mark Complete ▾

2015-16 Pre-Conference for Professional101, test

The teacher can return to the lesson plan and edit if needed. The edits can be seen in the Pre-Conference section.



Domain 1: Planning and Preparation

Evidence is required for all components of D1. Questions : D1.

1a. Demonstrating Knowledge of Content and Pedagogy

FAO Lesson Plan
Lesson plan revision after evaluator feedback

Evaluator's Comments and Suggestions

1a. Demonstrating Knowledge of Content and Pedagogy

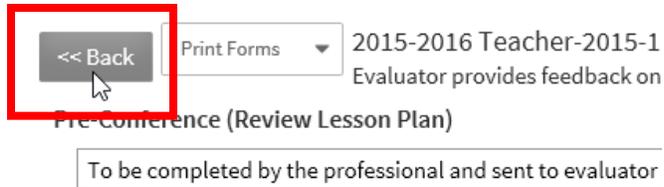
Evaluator feedback

1b. Demonstrating Knowledge of Students

FAO Lesson Plan
Lesson plan revision after evaluator feedback

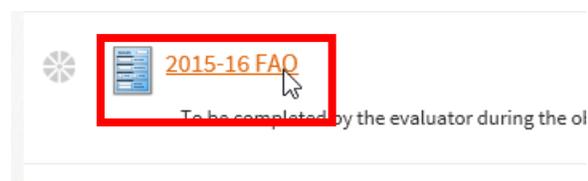
Click Back to exit the Pre-conference step.

Formal Announced Observation Instructions 2017-18: Evaluator Version

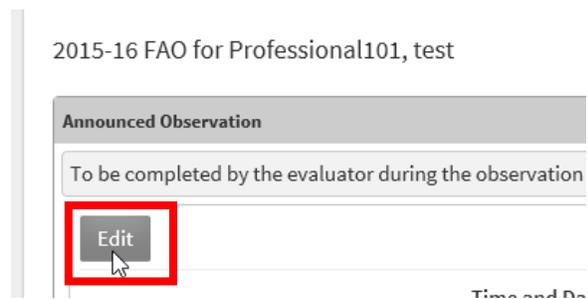


At the observation please record as much evidence as you can. Observations are thirty minutes minimum by state law and a full period is ideal. The teacher should receive evidence within 24 hours as per CBA. Evaluators are not required to use a laptop to record evidence. If you do use your laptop you should keep a back-up copy of your work.

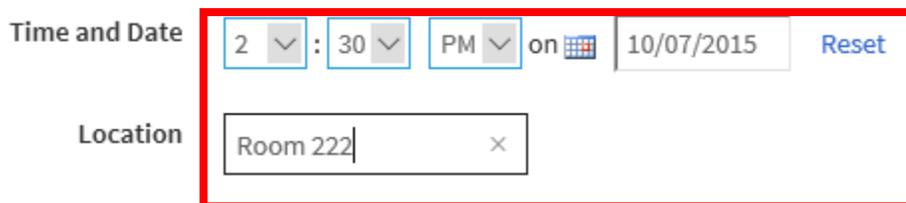
To record your evidence **Click 2017-18 FAO**



Click Edit to enter the form.



Note the date, time, and location of the observation.



Enter evidence for each component of Domain 2 and Domain 3. If an expected piece of evidence is not observed please note that as well. Pasting in the language of the rubric is *not evidence*.

Formal Announced Observation Instructions 2017-18: Evaluator Version

The Classroom Environment

Domain 2

2a. Creating a Climate of Respect and Rapport
Student-student and teacher-student interactions are respectful and caring; teacher is sensitive to student cultures and developmental levels.

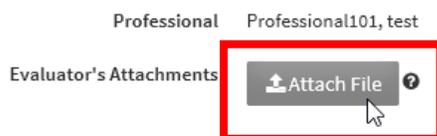
Domain 2 evidence is not limited to the statements at left. Evaluators should record as much evidence as possible for Domains 2 and 3. Please be sure to back up your work. Typing in Word and copying and pasting into the portal is recommended. If your connection drops your work may be lost and cannot be recovered.

Domain 1 or 4 evidence can also be recorded.

Additional Evidence

What else was observed - possibly Domain 1 or Domain 4?

Evaluators **can attach a file** if desired.



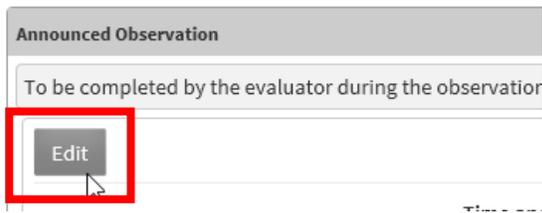
Click Save & Exit



If you need to add evidence return to the form and click Edit.

Formal Announced Observation Instructions 2017-18: Evaluator Version

2015-16 FAO for Professional101, test



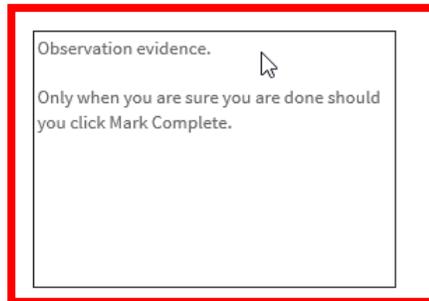
Announced Observation

To be completed by the evaluator during the observation

Edit

Enter the evidence.

2b. Establishing a Challenging and Rigorous Environment for Learning
Rigorous expectations for learning; students and teacher committed to the subject; students show pride in work



Observation evidence.

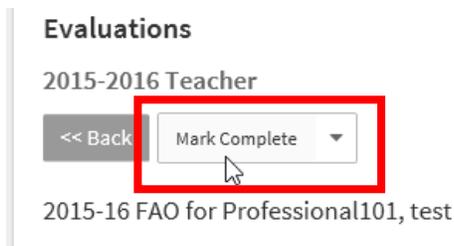
Only when you are sure you are done should you click Mark Complete.

When you have entered all the evidence form the observation **Click Save & Exit.**



Save Save & Exit Cancel

Click Mark Complete. This will send email notice to the teacher that the evidence has been entered. Please be sure to send the evidence to the teacher within 24 hours.



Evaluations

2015-2016 Teacher

<< Back Mark Complete

2015-16 FAO for Professional101, test

Prior to the post conference the teacher will add evidence if desired (it is not required, per the CBA) and self-assess on the rubric. The evaluator must next mark areas of agreement on the rubric. Areas not agreed upon will be discussed at the post conference.

Click 2017-18 FAO Rubric to see the self-assessment and mark areas of agreement.

Formal Announced Observation Instructions 2017-18: Evaluator Version

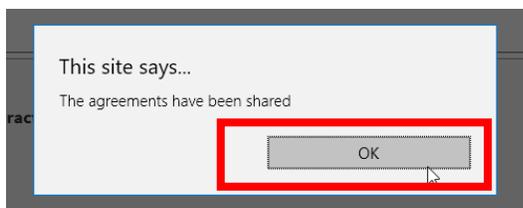


If you agree with the teacher's self-rating click the box next to the teacher's check mark. *If you do not agree do not click anything at this time.*

2d: Managing student behavior	Not Applicable	Ineffective	Developing	Skilled	Accomplished
There is no evidence that standards of conduct have been established, and little or no teacher monitoring of student behavior.			<input type="checkbox"/>		
Response to student misbehavior is repressive, or disrespectful of student dignity.			<input type="checkbox"/>		
It appears that the teacher has made an effort to establish standards of conduct for students.		Reviewed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.			<input type="checkbox"/>		
Standards of conduct appear to be clear to students, and the teacher monitors student behavior against those standards.				<input type="checkbox"/>	
Teacher response to student misbehavior is appropriate and respects the students' dignity.				<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standards of conduct are clear, with evidence of student participation in setting them. Teacher's monitoring of student behavior is subtle and preventive, and teacher's response to student misbehavior is research-based and sensitive to individual student needs.					<input type="checkbox"/>
Students take an active role in designing, monitoring and implementing the standards of behavior and the classroom management system.					<input type="checkbox"/>
2d does not apply			<input type="checkbox"/>		

Once you have marked a component you agree with that will be the teacher's rating for that component. Review the form and **Click Share Agreements**. This will allow the teacher to see where you agree.

Click OK.



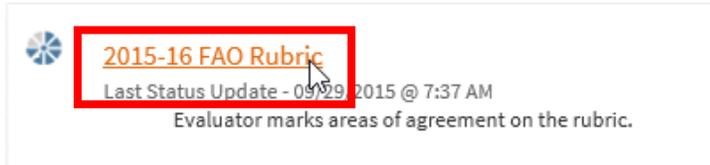
Click Back and exit the form until it is time for post conference.

Formal Announced Observation Instructions 2017-18: Evaluator Version

2015-16 FAO Rubric



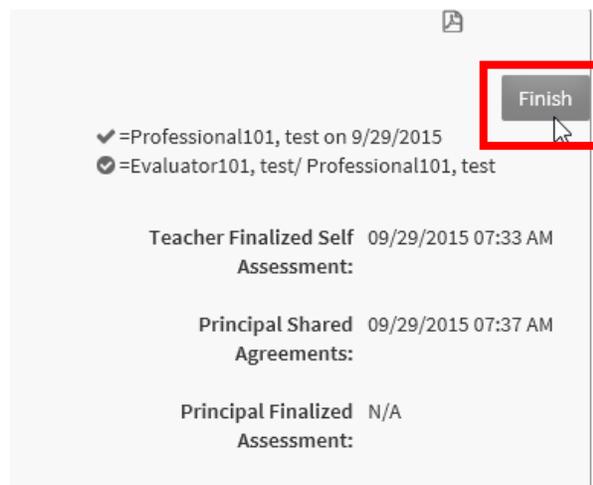
At the post conference, return to the form.



Discuss the evidence in the portal and **enter your final rating decisions based on the evidence**. All ratings must align to the evidence. You can rate a teacher at, above, or below any component not previously agreed to. The teacher is not required to agree with your rating, but the rating must be supported by the evidence. Both the teacher and the evaluator can add evidence at the post conference and that should be documented in the forms. The forms can be edited – just go back to them – *but add the evidence at the post conference together*.

Teacher coordinates knowledge of content, of students, and of resources, to design a series of learning experiences aligned to instructional outcomes and suitable to groups of students.		<input checked="" type="checkbox"/>
The lesson or unit has a clear structure and is likely to engage students in significant learning.	Adjusted	<input checked="" type="checkbox"/>
Teacher coordinates knowledge of content, of students, and of resources, to design a series of learning experiences aligned to instructional outcomes, differentiated where appropriate to make them suitable to all students and likely to engage them in significant learning as they relate to concepts and processes in Ohio standards and school/district curriculum.		<input type="checkbox"/>
The lesson or unit's structure is clear and allows for different pathways according to student needs.		<input checked="" type="checkbox"/>
It does not apply		<input type="checkbox"/>

Only **click Finish** when you have completed the entire form and rated the teacher for each component.



✓=Professional101, test on 9/29/2015
 ✓=Evaluator101, test/ Professional101, test

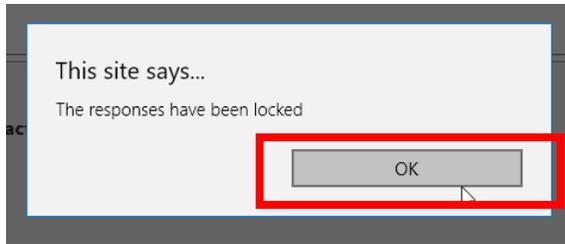
Teacher Finalized Self 09/29/2015 07:33 AM
 Assessment:

Principal Shared 09/29/2015 07:37 AM
 Agreements:

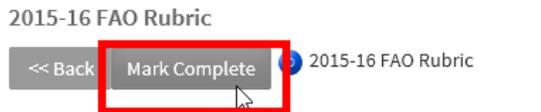
Principal Finalized N/A
 Assessment:

Click OK.

Formal Announced Observation Instructions 2017-18: Evaluator Version



Click Mark Complete.



The Evaluator must **sign off**. The teacher does not sign off.

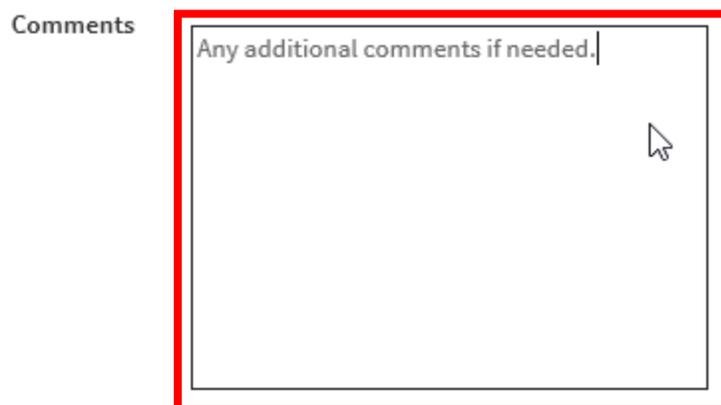


Click Edit to access the form.

2015-16 FAO Evaluator Sign-off for Professional101, test



Add any comments if needed.



Click Save and Exit.

Formal Announced Observation Instructions 2017-18: Evaluator Version



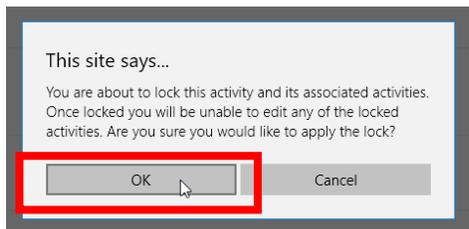
Click Sign.



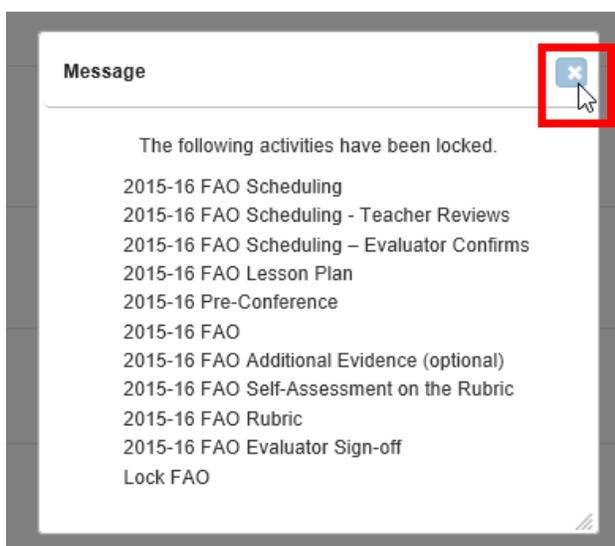
Click the Lock button to lock the FAO. No additional editing will be possible. You do not have to keep the FAO open until the due date. It should be locked after the post conference.



Click OK.



Click the X to close the popup.



You should see a full display of green checks if each step has been marked complete.

Formal Announced Observation Instructions 2017-18: Evaluator Version

Announced Observation

- 


2015-16 FAO Scheduling - Teacher Reviews 

Last Status Update - 09/29/2015 @ 6:41 AM
The complete Announced Observation cycle, from pre-conference to post conference, must occur within ten working days.
- 


2015-16 FAO Scheduling – Evaluator Confirms 

Last Status Update - 09/29/2015 @ 6:43 AM
The complete Announced Observation cycle, from pre-conference to post conference, must occur within ten working days.
- 


2015-16 FAO Lesson Plan 

Last Status Update - 09/29/2015 @ 6:47 AM
Professional should complete the FAO LP at least two days prior to the pre-conference.
- 


2015-16 Pre-Conference 

Last Status Update - 09/29/2015 @ 6:54 AM
Evaluator provides feedback on the lesson plan.
- 


2015-16 FAO Additional Evidence (optional) 

Last Status Update - 09/29/2015 @ 7:26 AM
Professional may add evidence to this form; evidence may also be added at post-conference
- 


2015-16 FAO Self-Assessment on the Rubric 

Last Status Update - 09/29/2015 @ 7:33 AM
- 

2015-16 FAO Rubric 

Last Status Update - 09/29/2015 @ 7:41 AM
Evaluator marks areas of agreement on the rubric.
- 


2015-16 FAO Evaluator Sign-off 

Last Status Update - 09/29/2015 @ 7:43 AM