THE SCHOOL BOARD OF HIGHLANDS COUNTY

***Where Excellence is a Tradition***

ENHANCING TEACHER EFFECTIVENESS

*Working together to help students achieve by helping teachers succeed*

**Formal Classroom Observation Form**

|  |  |  |
| --- | --- | --- |
| Teacher       | School       | Observer       |
| Date       | Beginning Time       | Ending Time       |

|  |  |
| --- | --- |
| **Component** |  **Scripted Comments on Observed Components** |
| **Domain 1: Planning and Preparation** |
| **1a. Knowledge of Content and Pedagogy**\*Knowledge of Content/Structure\*Knowledge of Prerequisite Relationship\*Knowledge of Related Pedagogy | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **1b. Knowledge of Students**\*Know Child/Adolescent DevelopmentKnow the Learning Process\*Students’ needs, interest, proficiency | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **1c. Selecting Instructional Outcomes**\*Value, Sequence, and Alignment\*Clarity and Balance\*Suitability for Diverse Learners | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **1d. Knowledge of Resources**\*Resources for Classroom Use\*Resources to Extend Knowledge\*Resources for Students | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **1e. Designing Coherent Instructions**\*Learning Activities/Materials\*Instructional Groups\*Lesson and Unit Structure | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **1f. Designing Student Assessment**\*Congruence w/Instructional Outcomes\*Criteria and Standards\*Design of Formative Assessment | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **Component** | **Scripted Comments on Observed Components** |
| **Domain 2: Classroom Environment** |
| **2a. Environment of Respect and Rapport**\*Teacher Interaction w/ Students\*Students’ Interaction w/ one another | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **2b. Establishing a Culture of Learning**\*Importance of the Content\*Expectations for Learning\*Student Pride in Work | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **\*2c. Managing Classroom Procedures**\*Management of Instructional Groups, Transitions, and Materials\*Performance of Non-instructional duties\*Supervision of Volunteers and Paras | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **2d. Managing Student Behavior**\*Expectations\*Monitoring of Student Behavior\*Response to Student Misbehavior | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **2e. Organizing Physical Space**\*Safety and Accessibility\*Arrangement of Furniture and use of Physical Resources | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **Component** | **Scripted Comments on Observed Components** |
| **Domain 3: Instruction** |
| **3a. Communicating with Students**\*Expectations for Learning\*Directions and Procedures\*Explanations of Content\*Use of Oral and Written Language | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **3b. Use of Questioning/Discussion Techniques**\*Quality of Questions\*Discussion Techniques\*Student Participation | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **3c. Engaging Students in Learning**\*Activities and Assignments\*Grouping of Students\*Instructional Materials/Resources\*Structure and Pacing | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **3d. Using Assessment in Instruction**\*Assessment Criteria\*Monitoring of Student Learning\*Assessment Criteria\*Monitoring of Student Learning\*Feedback to Students\*Student Self-Assessment | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **3e. Demonstrating Flexibility**\*Lesson Adjustment\*Response to Students\*Persistence | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **Component** | **Scripted Comments on Observed Components** |
| **Domain 4: Professional Responsibilites** |
| **4a. Reflecting on Teaching**\*Accuracy\*Use in Future Teaching | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **4b. Maintaining Accurate Records**\*Student Completion of Assignments\*Student Progress in Learning\*Non-instructional Records | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **4c. Communicating with Families**\*Information on Instructional program\*Information on Individual Students\*Engagement of Families in School | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **4d. Participating in Professional Community**\*Relationships with Colleagues\*Service to School\*Participation in School/District Project | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **4e. Growing/Developing Professionally**\*Enhancement of Content Knowledge\*Receptivity to Feedback from Colleagues\*Service to Profession | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |
| **4f. Demonstrating Professionalism**\*Integrity and Ethical Conduct\*Service to Students/Advocacy\*Decision Making | HE [ ] E [ ] NI [ ]  D [ ] I [ ] NO [ ]  |  |

**Key: HE-Highly Effective E-Effective NI-Needs Improvement/D-Developing (1st 3 yrs) I-Ineffective NO-Not Observed**