Waukee Community School District

Formal Observation Cover Sheet

SAMPLE – STANDARD LICENSED TEACHER – NEW TO WAUKEE

Teacher Name: Stan D. License

Evaluator Name: Mr. Uniformity

Date of Observation: October 28, 2008

The following components were collaborative chosen between the teacher and the evaluator as a part of the formal observation:

1e: Designing Coherent Instruction Proficient

1f: Assessing Student Learning Proficient

2d: Managing Student Behavior Proficient

3c: Engaging Students in Learning Proficient

4c: Communicating with Families Proficient

Summary:

* Mr. License designed the lesson using a variety of grouping patterns that included large group discussion, triads, and individual independent practice. When implemented, the triads were formed using formative assessment to get a cross-section of student skill level in each of the groups. In addition to informal formative assessments being used in the classroom, Mr. License was coaching the students on what to study for an upcoming unit test. The conversation had students engaged in discussion about essential concepts vs. nice to know concepts.
* In addition to varied grouping patterns, Mr. License engaged the students in a variety of instructional activities that included a large group question/answer, triad work in which the students compared the key elements of civil wars with a situation that is currently underway in Darfur, and students wrote individual reflections following the triad work.
* Stan provided classroom expectations for student behavior and indicated how they were designed using student input. They are posted in the classroom and two different times a group of students were reminded of the expectations, as was an individual student. In each case Mr. License was respectful and the students responded as would be expected.
* Mr. License makes frequent and meaningful contact with parents on individual student progress in the classroom. He not only contacts parents with concerns he has, but he is also committed to making contact with families for students who are doing very well.

**Sample Artifacts to Support Components (Especially in Domains 1 & 4)**

* Lesson Plan that Includes Objectives, Connections to District S/B, Instructional Strategies, Grouping Patterns, Formative Assessments to Guide Instruction, and the Summative Assessment for the Observed Unit – Revolutionary War.
* Classroom Expectations for Student Behavior.
* Phone Log/E-Mail Log – parent contact
* Two sample assignments that require parent signatures for interaction with the student and the content.

Teacher Comments/Post-observation Comments:

At the post-observation conference Mr. License and the evaluator discussed ways in which students might be further engaged in making decisions on group patterns, modifications of materials, etc. He demonstrates overall proficiency in this work and will continue to improve his practice through an ongoing focus on student autonomy in the learning.

Stan indicated that the student reflections on the triad conversation were generally pretty solid and he brought three of them to share at the conference.

Actions for Ongoing Professional Growth:

Between now and the next observation Mr. License is going to:

* Focus on using formative assessments that are not paper and pencil driven. For example, he is going to teach students some hand gestures for providing feedback of level of understanding.
* Continue to read a book he recently purchased on improving formative assessment in the classroom. He believes that in addition to the hand gestures, he will be able to engage the students in additional assessments that will further guide his classroom instruction.

When doing classroom drop-ins, the evaluator will pay particular attention to evidence of the use of formative assessments and the manner in which instruction is guided by that assessment.

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Signature of the Teacher Date

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Signature of the Evaluator Date

By signing, the teacher acknowledges receiving the results of this observation. It does not necessarily indicate the teacher agrees with the contents of this document.