

DCPS Teacher Observation Evaluation Handbook

Overview
2018-2019

How many observations should I expect?

Non-Tenured

One FORMAL observation per quarter.

One will be announced with a pre-conference held prior to the observation.

- + mid-year evaluation
- + end-of-year evaluation

Tenured

Anticipate one FORMAL observation per semester.

Tenured staff are assigned to a cohort, this year we are focusing on cohort 3.

- + mid-year evaluation
- + end-of-year evaluation

Keep in mind... these are the minimum contractual requirements.

Anyone can be observed at any time!

What should I expect through the observation process?

Announced Observation

Unannounced Observation



Pre-observation Conference



Administrator or Supervisor will bring laptop to your classroom to use True North Logic.



The observation will be at least 30 minutes long.



Set up a post-observation within 2 days.



Discuss the post-observation questions to reflect on the lesson.



The Administrator or Supervisor will complete the observation rubric.



Acknowledge your completed observation in TNL.

What am I being evaluated on?

Formal Observation

Planning and Preparation

Instructional Strategies

Managing the Classroom/
Learning Environment

End-of-Year Evaluation

Formal Observations

Professional Responsibilities

Student Achievement (SLO)

What else should I know?

IT IS PERFECTLY REASONABLE AND ACCEPTABLE TO NOT RANK HIGHLY EFFECTIVE.

WITH A GROWTH MINDSET, WE ARE ALL ON A PROFESSIONAL GROWTH JOURNEY. THIS IS A PROFESSIONAL FEEDBACK MECHANISM SO WE CAN ALL COLLABORATE AND GROW.

IF YOUR OBSERVATION IS DEVELOPING OR INEFFECTIVE A PROFESSIONAL IMPROVEMENT PLAN (PIP) CAN BE PUT INTO PLACE.

REBUTTAL OPTION: YOU ARE ENTITLED TO WRITE A REBUTTAL TO HUMAN RESOURCES VIA EMAIL OR HARD COPY. IF YOU WANT THE CONVERSATION TO CONTINUE, YOU MUST INDICATE THAT WISH.