



"...of all the things that are important to having good schools, nothing is as important as the teacher and what that person knows, believes, and can do...Teacher effects dwarf all others on student learning." The Skillful Teacher, p. V

BCSD APPR OBSERVATION FORM- 2011-12

----FOR INFORMATIONAL PURPOSES- ACTUAL FORM ON MY LEARNING PLAN----

Preparing for the Planning Conference

The planning conference is an opportunity for the observer to gain an understanding of the context for the observation. This is achieved by collaboratively unpacking what content is to be learned, the mastery objective(s), what evidence of student learning is expected, the key learning activities, and the anticipated teacher actions and behaviors. Teachers should prepare a **lesson plan** (traditional clinical) or **unit plan** (alternative clinical) in advance (see below).

Lesson Plan- Traditional Clinical Observation Cycle	Unit Plan- Alternative Clinical Observation Cycle
<ul style="list-style-type: none"> • Lesson objectives in student-friendly language • The expected sequence of teacher and student actions/behaviors • The instructional strategies and student tasks designed to fulfill the objectives • The plan for formative/summative assessment, including checking for understanding and maximizing student retention of the lesson <p>Be prepared to discuss:</p> <ul style="list-style-type: none"> • Your standards (what you want students to accomplish and how they should behave) and how you communicate them • Your expectations (communicated through 3 key messages- <i>this is important; you can do it, with effective effort; I won't give up on you</i>). • The overall context- how this fits in to the year, unit. 	<ul style="list-style-type: none"> • Unit objectives in student-friendly language • The general expected sequence of teacher and student actions/behaviors throughout the unit • Key instructional strategies and student tasks designed to fulfill the objectives • The plan for formative and summative assessment. <p>Be prepared to discuss:</p> <ul style="list-style-type: none"> • Your standards (what you want students to accomplish and how they should behave) and how you communicate them • Your expectations (communicated through 3 key messages- <i>this is important; you can do it, with effective effort; I won't give up on you</i>). • The overall context- how this fits in to the year

Post-Observation Reflection Conference

The reflection conference should identify and clarify any instructional issues or concerns, generate ideas or solutions, and result in a commitment to action steps and specify future follow-up. It should also result in identifying particular strengths positively impacting student learning. The nature of the reflection conference will be more or less directive, and more or less collaborative, depending on the experience level of the teacher, the nature of any teaching and learning issues, and the urgency of these issues. For example, a new teacher might have a challenge with classroom management that requires urgent attention, and a prescriptive suggestion might be made. Alternately, a conference with a veteran teacher trying out a new approach to teaching a unit might call for collaborative generation of possible ideas or solutions to improve the next lesson in the unit.

--SAMPLE OF FORM FOUND IN MY LEARNING PLAN--

This observation form is designed to be used flexibly. Notes and information shared in planning or reflection conferences contribute to the observation report, and should be captured in the **context** and **reflection** sections accordingly.

Identify the type of observation cycle:

Traditional Clinical

Alternative Clinical

Record the date of the observation, or record multiple dates if using the alternative clinical model.

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Attachments/Documents Related to Observation (upload to MLP)

[files will appear here]

Teacher Comments Related to Lesson, Documents, Context, etc. (optional)

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Context, Including Planning (Pre-) Conference Notes

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Planning and Objectives

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Instruction

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Standards and Expectations

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Reflection

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Feedback and Summary, Including Commendations, Questions for Consideration and Recommended Areas for Growth

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Areas Essential for Change/Requiring Immediate Attention

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