Observation Cycle & PGS

2014-2015
3 Types of Teacher Observation

Classroom Visits & Walk-throughs
- No district forms.
- Does not get entered into the Observation Cycle of PGS.
- No minimum or maximum.
- Can be used to monitor & give feedback for TIPs.

Announced
- Pre Conference & Post Conference
- Observe Full Lesson
- Feedback & Rating in PGS

Unannounced
- Post Conference - Optional
- Observe at least 20 minutes of Lesson  "I am here for your unannounced observation"
- Feedback & Rating in PGS
The Evidence Cycle

1. COLLECT DATA (Evidence)
2. SORT TO ALIGN WITH YOUR FRAMEWORK
3. Interpret:
   - Clarify
4. Conclusions
   - Impact on learning...
   - Support needed...

NO!
Steps for the Announced

• Inform teacher in writing when the observation will take place.
• Schedule the pre conference
• Prepare pre conference questions
• Schedule the date & time for the observation
• Conduct the observation
• Schedule the post conference
• Have a reflective conversation during the post conference.
• Complete the information in PGS
• Share feedback with the teacher.

Collect evidence from all 3 phases
Steps for the Unannounced

- Conduct the observation
- Schedule the post conference - Optional
- Complete the information in PGS
- Share feedback with the teacher.

*Collect evidence from the observation*
Gather Evidence - Data

- Low Inference
- What do you see & hear

Examples:

- Teacher said “…..” Student said”....”
- 3 students shouted out the answer.
- Wait time to answer question was 20 seconds
- Teacher walked around the room and answered students question.
- Whole group portion of the lesson was 25 minutes.
Overview of Steps

• Collect evidence from all parts of the announced or unannounced observation
• Enter each piece of evidence as a separate note in the Observation Scoring of PGS.
• Tag the notes to the indicator to which it is evidence.
• Exit Notes
• Read the evidence collected for each indicator that is tagged.
• Process - *What does this mean?*
• Write a claim statement and impact statement.
• Rate HEDI
PGS
Recording & Rating the Observation

1 – Select *Staff Performance*

2 – Select *Evaluations*

3 – Click on the *arrow* next to the teacher’s name and select *Edit.*
4 - Under the Observation Cycle tab, select Observation Scoring.

5 – Click on Start New. Each Observation Cycle (announced or unannounced) requires you to Start New.
Set the dates for all phases of the observation.
For an ANNOUNCED Observation – all dates need to be set.
For an UNANNOUNCED Observation – only the observation date needs to be set.

Select *Edit* and record the dates.
Click on *Save & Exit*.
Element 1.1 Demonstrate knowledge of child and adolescent development including cognitive, language, social, emotional, and physical developmental levels.

A) Describes developmental characteristics of students

Each Indicators observed will be rated.

New this year (2014-15) Claim & Impact statements will be written at the Element level.
PGS
Recording the Observation

7- Click on Add to enter a note.

8- Type in low inference evidence.

9- Use the Add button to add more evidences.

10- Tag each note to the Rubric. Exit Notes when complete.
PGS
Rating the Observation

Your evidence will appear next to the indicator that was tagged in Notes.

• Sample from Standard 1 Element II

Element 1.2: Teachers demonstrate current, research-based knowledge of learning and language acquisition theories and processes.

11 – Add Claims & Impact statements. Rate using the Rubric.
PGS
Rating the Observation
You can read the Rubric by clicking on View Rubric

Element 1.2: Teachers demonstrate current, research-based knowledge of learning and language acquisition theories and processes.

Uses strategies to support learning and language acquisition
Select One

Uses current research
View Rubric Effective

<table>
<thead>
<tr>
<th>Ineffective</th>
<th>Developing</th>
<th>Effective</th>
<th>Highly Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher is unable to cite current research to plan or explain instructional decisions.</td>
<td>Teacher cites limited or dated research to plan and explain instructional decisions.</td>
<td>Teacher cites current research to plan and explain instructional decisions.</td>
<td>Teacher cites current research to plan and explain instructional decisions and seeks out additional research to inform practice.</td>
</tr>
</tbody>
</table>
Save often as you continue your work!!!!

Use the **Save Changes** while you work.

Use the **Save & Exit** when you need to Exit the PGS system.
Other Functions......

By selecting the arrow next to the observation, you can view feedback, continue your work, delete the observation or upload documents.

To add documents, such as lesson plans, go to Manage Files. Click on Attach New File. Browse your computer to select.
PGS – Feedback

Select *Feedback* to view claim and impact statements.
PGS – Sharing Feedback

Select *Share* to send to the teacher. Click on *View Feedback* to see all comments and ratings. You can print a PDF however, not required.
Completing the Cycle

When you finish entering ALL evidences, writing statements & rating the observed indicators - Select **Finalize**.

You will not be able to edit, add or change any information once finalized.

**Complete** will show in the Status section for that observation cycle.

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**NOTE:** Each number represents an observation cycle. Each teacher requires a minimum of 2 observations per year.
Myths & Truths

I only collect evidences from the classroom visit.
No – Evidence is collected from all phases of the Observation Cycle.

I only rate indicators in Standards 3, 4 & 5.
No – The evaluator is responsible for recording evidence and rating all standards during the Observation Cycle.

I only rate 1 indicator for each standard.
Not True – The evaluator rates all indicators that are observed, however, not all indicators for every standard of the NYSUT Rubric.

I give my teacher the written feedback at the post conference
No – You will not finish all your feedback until after the post conference. Share feedback via PGS

I upload my written feedback document.
No – All feedback is written and shared in PGS using the observation cycle template.

My teacher did not complete a SLO/LMA so I do not need to do any observations.
No – If the teacher is a 3012c teacher you must complete observation requirements.

My teacher was not a 3012c teacher all year, so I use the “old” form.
Not True – If you completed a non 3012c evaluation form for the first semester, complete at least 1 obs. in PGS during the second semester.

My teacher was hired after school started or was out on leave during the school year.
Make every attempt to complete both required observations in PGS.
Observation Components
Contact Dawn DiNatale
ddinatale@buffaloschools.org
870-5458

PGS Technical Issues
email the PGS Help Desk

Questions????????????