OBSERVATION PROCESS

**Stage 1-Planning**

**Lesson Plan**
- **Teacher**
  1) Reviews data
  2) Prepares lesson plan.

**Pre-Observation Conference**
- **Teacher**
  1) Prepares pre-conference guide
  2) Shares with observer

**Observer**
- 1) Reviews lesson plan
- 2) Collects evidence
- 3) Formulates questions

**Data Gathered**
- Lesson / assessment planning, knowledge of students / content, use of data

**Stage 2**

**Classroom Observation**
- **Teacher**
  1) Teaches lesson
  2) Collects student work from the lesson

**Observer**
- 1) Hosts meeting
- 2) Listens to presentation
- 3) Asks questions
- 4) Collects evidence

**Data Gathered**
- Delivery of instruction, use of assessment for learning, and classroom environment

**Stage 3- Reflection**

**Reflection**
- **Teacher**
  1) Prepares to share student work and results
  2) Prepares and submits lesson reflection guide.
  3) Prepares self-ratings

**Observer**
- 1) Reviews student work analysis and lesson reflection
- 2) Collects evidence
- 3) Prepares initial ratings

**Data Gathered**
- Reflection on teaching and assessment, use in future planning

**Post-Observation Conference**
- **Teacher**
  1) Discusses student work analysis and reflection
  2) Discusses ratings
  3) Makes suggestions for improvement

**Observer**
- 1) Hosts meeting
- 2) Discusses student work analysis and reflection
- 3) Discusses ratings
- 4) Makes suggestions for improvement
- 5) Finalizes ratings

**Ratings Finalized**
- All areas of practice