

## Observation Cycle One-Announced Observation Process

Teachers who are going through the full evaluation process will have two formal (entire class period) observations and two informal (10-15 minute walkthrough) observations. One of the formal observations will be an announced observation that includes a pre-conference and post-conference. The steps of the process should occur **in the following order** by January 17, 2020.

1. The evaluator and teacher should **collaboratively** decide on a date **and time** for the announced observation to occur.
2. They will also collaboratively determine a date and time to meet for the pre-conference that is prior to the announced observation and **far enough out (at least a week) for the teacher to adequately prepare their pre-conference documentation.** THIS DOCUMENTATION SERVES AS CRITICAL EVIDENCE FOR THE EVALUATION.
3. The teacher will complete their pre-conference documentation using the Pre-Conference Evidence Form which is located on Schoology (Course: Cincinnati Public Schools Evaluation System, Folder: OTES/CTES Pilot 2019-20). **You should use the revised OTES Rubric as a guide for drafting evidence in applicable areas.** There are also Sample Pre-Conference Questions located in the same folder that may be helpful. The completed Pre-Conference Evidence Form should be uploaded into OhioES **prior** to the scheduled pre-conference meeting. Directions for entering evidence onto OhioES can also be found in the OTES/CTES Pilot 2019-20 folder. The teacher should also take a hard copy with them to reference during the pre-conference meeting.
4. The teacher and evaluator meet to discuss the pre-conference documentation and plan for the lesson scheduled to be observed. The evaluator will provide any feedback or suggestions that might be relevant to the teacher. They will also record evidence from the Pre-Conference Evidence Form and the conversation in the observation report on OhioES.
5. The announced observation will take place. **If for some reason the evaluator is unable to come at the scheduled time, another time should be collaboratively determined. However, the teacher is NOT required to complete another pre-conference and their previous pre-conference documentation can still be counted as evidence for the observation.**

6. Within **fifteen** days, the evaluator will complete the observation report in OhioES. **Teachers should download the original report for their records.** In the event additional changes are made to the report later, they will still have the initial documentation.
7. The teacher and administrator will schedule an opportunity to meet for the post-conference **that is far enough out for the teacher to prepare any documented response to the observation report** that they feel is necessary for the conversation. There is a Post-Conference Evidence Form located on Schoology that the teacher can use to document any additional evidence necessary for the observation.
8. During the post-conference, the evaluator and teacher will reflect on the lesson that was observed and any written post-conference documentation. The evaluator will record any additional evidence that is available from the conversation or form in the observation report. During this Pilot year, the principal and teacher will collaboratively discuss and determine a focus area in which the teacher will be provided feedback. In addition, the teacher will share their Professional Growth Plan goals at this meeting.