Formal Observation Process - Sample Schedule

This graphic organizer shows the steps of the formal observation process. Almost every step is dependent on completing the step before, so **the steps must be completed in order**, even if the process is spread out over two weeks. The entire process should <u>not</u> exceed 10 work days. Time estimates (#) are estimates of minutes spent beyond the regular work of teaching- of course times will vary by individual and situation.

SUNDAY

● **STEP 1 (60):** Teacher submits lesson plan by 5pm; Prepares for pre-conference

● **STEP 2 (20):** Principal tags lesson plan; Prepares for pre-conference

MONDAY

● **STEP 3 (20):** Pre-conference Meeting

● **STEP 4 (15):** Principal tags lesson plan and pre-conf. & completes prelim ratings for domain 1 by 3pm

● Purple Planet (PP) releases principal evidence to teacher

● **STEP 5 (15):** Teacher self-rates domain 1; Makes lesson plan tweaks

TUESDAY

● **STEP 6 (30-45):** Classroom Observation

● **STEP 7 (20):** Principal tags observation & completes prelim ratings for domains 2 & 3 by 3pm

● PP releases principal evidence to teacher

● **STEP 8 (20):** Teacher self-rates domains 2&3

WEDNESDAY

● **STEP 9 (20):** Teacher submits reflection & student work by 5pm

● **STEP 10 (20):** Principal tags reflection & student work; Finishes prelim ratings for all domains

● PP releases all evidence to teacher

THURSDAY

● **STEP 11 (15):** Teacher reviews evidence & finishes self-rating for all domains by 5pm

● PP releases principal prelim ratings to teacher & teacher self-ratings to principal

● **STEP 12 (15):** Teacher reviews principal prelim ratings; Prepares for post-conference

● **STEP 13 (15):** Principal reviews teacher ratings; Prepares for post-conference

FRIDAY

● **STEP 14 (45-60):** Post-conference Meeting

● **STEP 15 (15):** Principal completes final ratings by 5pm

● PP releases final ratings to teacher

● **STEP 16:** Set goals/PLP & identify supports (may occur during post-conf. or separate mtg.)

LEGEND

| ● TEACHER ACTION STEP | ● PRINCIPAL ACTION STEP | ● MEETING/EVENT | ● PURPLE PLANET SOFTWARE AUTOMATICALLY RELEASES DATA AS IT IS "SUBMITTED" |