SCHOOL DISTRICT OF OKEECHOBEE COUNTY

INSTRUCTIONAL PERSONNEL

OBSERVATION AND DATA COLLECTION/ANALYSIS INSTRUMENT

Name	☐ Formal Observation ☐ Informal Observation Date
Subject/Course	School/Dept.

DOMAIN 1: Classroom Strategies and Behaviors

CLASSROOM MANAGEMENT	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
1. Establishes and maintains a safe and organized physical environment.	☐	☐	☐	☐	
2. Manages materials and equipment effectively.	☐	☐	☐	☐	
3. Uses effective student behavior management techniques.	☐	☐	☐	☐	
4. Demonstrates that classroom routines are established and uses time effectively.	☐	☐	☐	☐	

DIRECT INSTRUCTION	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
5. Engages all students in the work of the lesson from start to finish.	☐	☐	☐	☐	
6. Ensures all students are working with content aligned to the appropriate standards for their subject and grade.	☐	☐	☐	☐	
7. Organizes instruction so that students are carrying the cognitive load in the classroom.	☐	☐	☐	☐	
8. Ensure that all students demonstrate that they are learning.	☐	☐	☐	☐	
9. Adjusts instruction for all students, including students with disabilities and students who have limited English proficiency.	☐	☐	☐	☐	
10. Uses a range of questioning and discussion techniques to promote higher level thinking aligned to curriculum standards.	☐	☐	☐	☐	
11. Monitors learning activities providing feedback and reinforcement to students.	☐	☐	☐	☐	

ASSESSMENT/EVALUATION	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
12. Checks for understanding throughout the lesson using informal deliberate methods (such as questioning or short tasks).	☐	☐	☐	☐	
13. Interprets data including but not limited to standardized and other test results for diagnosis, instructional planning, program evaluation, and effectiveness of teaching strategies.	☐	☐	☐	☐	
14. Provides students with recognition of their current status and their knowledge gain relative to the learning goal.	☐	☐	☐	☐	

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TECHNOLOGY	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
15. Explores and implements innovative ways to incorporate existing technologies to increase active participation by students and enhance student achievement.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=	
Needs Improvement/Developing		X	2.88	=	
Effective		X	5.73	=	
Highly Effective		X	7.20	=	
			Category Raw Score		

Domain 1 Rating

Unsatisfactory 0-24	Needs Improvement/ Developing 25-75	Effective 76-97	Highly Effective 98-108

*Each decimal will be rounded to the nearest whole number.

*Observation Code: O-Observed I-Clearly Indicated C-Collected Data NE-Not Evident

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DOMAIN 2: Planning and Preparation

PLANNING/PREPARATION	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
16. Plans lessons that reflect the full intent of the standard(s) or parts thereof.	☐	☐	☐	☐	
17. Uses Multi-Tiered System of Support (MTSS/RtI)), Individual Education Plans (IEPs), Limited English Proficiency (LEP) plans and 504 plan goals as a basis for planning differentiated instruction.	☐	☐	☐	☐	
18. Plans tasks that are aligned to the full intent of the grade-level content standard(s).	☐	☐	☐	☐	
19. Develops lesson and unit plans that demonstrate knowledge of the content, prerequisite relationships between important concepts, instructional strategies specific to the subject matter, instructional shifts, organizes strategies and activities in an appropriate sequence.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=	
Needs Improvement/Developing		X	2.51	=	
Effective		X	5.00	=	
Highly Effective		X	6.00	=	
			Category Raw Score		

Domain 2 Rating

Unsatisfactory 0-6	Needs Improvement/ Developing 7-16	Effective 17-22	Highly Effective 23-24

*Each decimal will be rounded to the nearest whole number.

*Observation Code: O-Observed I-Clearly Indicated C-Collected Data NE-Not Evident

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Name	☐ Formal Observation ☐ Informal Observation Date
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DOMAIN 3: Reflecting on Teaching

PROFESSIONAL LEARNING	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
20. Engages in a continuing improvement of professional skills and knowledge.	☐	☐	☐	☐	
21. Identifies an indicator within Domain 1 annually to focus on for professional development and improvement.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=	
Needs Improvement/Developing		X	3.50	=	
Effective		X	6.50	=	
Highly Effective		X	8.00	=	
			Category Raw Score		

Domain 3 Rating

Unsatisfactory 0-5	Needs Improvement/ Developing 6-10	Effective 11-14	Highly Effective 15-16

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INSTRUCTIONAL PERSONNEL

Name	☐ Formal Observation ☐ Informal Observation Date
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DOMAIN 4: Collegiality and Professionalism

COLLABORATION	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
22. Collaborates with peers and other professionals to enhance student learning.	☐	☐	☐	☐	
23. Establishes and maintains a positive collaborative relationship with the students' families to increase student achievement and provides accurate, timely academic and behavioral information to parents and students.	☐	☐	☐	☐	

PROFESSIONAL RESPONSIBILITIES	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
24. Acts in a professional and ethical manner and adhere at all times to the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida.	☐	☐	☐	☐	
25. Complies with instructional and administrative policies, procedures and programs.	☐	☐	☐	☐	
26. Exercises appropriate professional judgment.	☐	☐	☐	☐	
27. Supports school improvement initiatives.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=	
Needs Improvement/Developing		X	2.0	=	
Effective		X	4.15	=	
Highly Effective		X	5.33	=	
			Category Raw Score		

Domain 4 Rating

Unsatisfactory 0-6	Needs Improvement/ Developing 7-20	Effective 21-28	Highly Effective 29-32

*Each decimal will be rounded to the nearest whole number.

*Observation Code: O-Observed I-Clearly Indicated C-Collected Data NE-Not Evident

This observation has been discussed with me. ☐ Yes ☐ No

Signature of Observer _____ Date _____ Signature of Observee _____ Date _____

My signature does not necessarily indicate agreement with this observation. I understand that I may submit a written response to the observation within ten working days of the date of my signature.

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

INSTRUCTIONAL PERSONNEL

OBSERVATION AND DATA COLLECTION/ANALYSIS INSTRUMENT

SUMMATIVE INSTRUMENT

Name	Position
School/Dept.	School Year

Instructional Practices Domains	**Unsatisfactory**	**Needs Improvement/ Developing**	**Effective**	**Highly Effective**
Classroom Strategies and Behaviors				
Planning and Preparing				
Reflecting on Teaching				
Collegiality and Professionalism				
Total				

Instructional Practices Score	**Unsatisfactory 0-41**	**Needs Improvement/ Developing 42-124**	**Effective 125-161**	**Highly Effective 162-180**
Instructional Practice Rating				

Comments of the Evaluatee: _____

_____

Comments of the Evaluator: _____

_____

Information from parents was collected and analyzed in the preparation of this report. ☐Yes ☐No

This evaluation has been discussed with me. ☐Yes ☐No

_____ _____ _____ _____

Signature of Evaluator | Date | Signature of Evaluatee | Date

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Contract Year:	☐ AC 1	☐ AC 2	☐ AC 3	☐ AC 4+	☐ CC/PSC	**Semester**	☐ 1	☐ 2

Contract Recommendation:	☐ Annual 2	☐ Annual 3	☐ Annual 4+	☐ Holds CC/PSC	☐ Not recommended for reappointment

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STUDENT GROWTH AND ACHIEVEMENT	Performance Values (Check)				Observation Code
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.	☐	☐	☐	☐	

Student Growth and Achievement Score	**Unsatisfactory 15**	**Needs Improvement/ Developing 50**	**Effective 96**	**Highly Effective 120**
Student Growth Rating				

	Points Earned	**Unsatisfactory**	**Needs Improvement/ Developing**	**Effective**	**Highly Effective**
Instructional Practice					
Student Growth and Achievement					

The IPC will be weighted at 66.7% (use a multiplier of 1.111 to convert the raw score) and the Student Growth section will be weighted 33.3% (use a multiplier of 0.8333 to convert the raw score).

FINAL RATING

Unsatisfactory 0 – 59	Needs Improvement/Developing 60-199	Effective 200-264	Highly Effective 265-300

Comments of the Evaluatee: _____

_____

Comments of the Evaluator: _____

_____

This evaluation has been discussed with me. ☐Yes ☐No

_____ _____ _____ _____

Signature of Evaluator | Date | Signature of Evaluatee | Date

My signature does not necessarily indicate agreement with this observation. I understand that I may submit a written response to the observation within ten working days of the date of my signature.

Revised 06-16-15