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 ENVIRONMENT AND CULTURE	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
1. Maintains a safe, organized classroom, and manages the use and accessibility of materials and equipment.	☐	☐	☐	☐	
2. Manages student behavior.	☐	☐	☐	☐	
3. Students use established procedures for discussion, collaboration and accountability.	☐	☐	☐	☐	

DIRECT INSTRUCTION	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
4. Sets expectations and engages students' attentions, curiosity, interest, optimism, and passion in work that has clear meaning and immediate value.	☐	☐	☐	☐	
5. Scaffolds the task, and uses strategies for the purpose of gradually releasing responsibility to students, providing opportunities for students to take ownership of their learning.	☐	☐	☐	☐	
6. Focus each lesson on quality text or multiple texts (ELA, Science, Social Studies and Technical Subjects). Ensures the work of the lesson reflects the shifts required by MAFS (Mathematics Florida Standards).	☐	☐	☐	☐	
7. Provides differentiated instruction.	☐	☐	☐	☐	
8. Uses quality questions to probe and deepen students' understanding.	☐	☐	☐	☐	
9. Demonstrates knowledge of content, pedagogy, and standards.	☐	☐	☐	☐	

ASSESSMENT FOR STUDENT LEARNING	Performance Values (Check One)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
10. Creates formative assessment opportunities for students and uses formative assessment data.	☐	☐	☐	☐	
11. Ensures students demonstrate learning and students use assessment data.	☐	☐	☐	☐	

TECHNOLOGY	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
12. 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	4.6	=	
Effective		X	8.0	=	
Highly Effective		X	10.0	=	
			Category Raw Score		

Domain 1 Rating

Unsatisfactory 0-27	Needs Improvement/ Developing 28-83	Effective 84-108	Highly Effective 109-120

*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

Performance Responsibilities	Performance Values (Check)				Observation Code* Indicate all that apply
	U	NI/D	E	HE	
13. Lessons are based on grade level standards that require rigorous coursework, discussions and tasks.	☐	☐	☐	☐	
14. Lessons are designed to meet the needs of students.	☐	☐	☐	☐	
15. Develops lessons which include prerequisite relationships between important concepts and communicates success criteria.	☐	☐	☐	☐	
16. Develops or selects questions and tasks, both oral and written, which are text/task specific and accurately address the analytical thinking/problem solving required by the grade-level standards.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=	
Needs Improvement/Developing		X	4.5	=	
Effective		X	6.25	=	
Highly Effective		X	6.75	=	
			Category Raw Score		

Domain 2 Rating

Unsatisfactory 0-7	Needs Improvement/ Developing 8-18	Effective 19-25	Highly Effective 26-27

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

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Subject/Course	School/Dept.

DOMAIN 3: Reflecting on Teaching and Learning

Performance Responsibilities	Performance Values (Check)				Observation Code* Indicate all that apply
	U	NI/D	E	HE	
17. Annually develops a Deliberate Practice Plan (DPP) which focuses on an indicator within Domain 1- Classroom Strategies and Behaviors.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=	
Needs Improvement/Developing		X	11	=	
Effective		X	16	=	
Highly Effective		X	18	=	
			Category Raw Score		

Domain 3 Rating

Unsatisfactory 0	Needs Improvement/ Developing 11	Effective 16	Highly Effective 18

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

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

INSTRUCTIONAL PERSONNEL

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

DOMAIN 4: Collegiality and Professionalism

PROFESSIONAL COOABORATION AND COMMINUCATION	Performance Values (Check)				Observation Code*
Performance Responsibilities	U	NI/D	E	HE	Indicate all that apply
18. Collaborates with peers and other professionals to enhance student learning.	☐	☐	☐	☐	
19. 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
20. 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.	☐	☐	☐	☐	
21. Supports school district, and state curriculum, policies and initiatives.	☐	☐	☐	☐	

Unsatisfactory		X	0.0	=
Needs Improvement/Developing		X	5.5	=
Effective		X	7.75	=
Highly Effective		X	8.75	=
	Category Raw Score			

Domain 4 Rating

Unsatisfactory 0-7	Needs Improvement/ Developing 8-22	Effective 23-31	Highly Effective 32-35

*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 42-134**	**Effective 135-180**	**Highly Effective 181-200**
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

Revised 8-3-2018

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 13	Needs Improvement/ Developing 42	Effective 80	Highly Effective 100
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 8-3-2018