

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

INSTRUCTIONAL PERSONNEL

OBSERVATION AND DATA COLLECTION/ANALYSIS INSTRUMENT

Name	<input type="checkbox"/> Formal Observation <input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Manages materials and equipment effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Uses effective student behavior management techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Demonstrates that classroom routines are established and uses time effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Ensures all students are working with content aligned to the appropriate standards for their subject and grade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Organizes instruction so that students are carrying the cognitive load in the classroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Ensure that all students demonstrate that they are learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Adjusts instruction for all students, including students with disabilities and students who have limited English proficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Uses a range of questioning and discussion techniques to promote higher level thinking aligned to curriculum standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Monitors learning activities providing feedback and reinforcement to students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Interprets data including but not limited to standardized and other test results for diagnosis, instructional planning, program evaluation, and effectiveness of teaching strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Provides students with recognition of their current status and their knowledge gain relative to the learning goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Plans tasks that are aligned to the full intent of the grade-level content standard(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

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Subject/Course	School/Dept.	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. Identifies an indicator within Domain 1 annually to focus on for professional development and improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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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Name	<input type="checkbox"/> Formal Observation <input type="checkbox"/> Informal Observation
Subject/Course	Date _____ School/Dept. _____

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25. Complies with instructional and administrative policies, procedures and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26. Exercises appropriate professional judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Supports school improvement initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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. <input type="checkbox"/> Yes <input type="checkbox"/> 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

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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:	<input type="checkbox"/> AC 1	<input type="checkbox"/> AC 2	<input type="checkbox"/> AC 3	<input type="checkbox"/> AC 4+	<input type="checkbox"/> CC/PSC	Semester	<input type="checkbox"/> 1	<input type="checkbox"/> 2
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Contract Recommendation:	<input type="checkbox"/> Annual 2	<input type="checkbox"/> Annual 3	<input type="checkbox"/> Annual 4+	<input type="checkbox"/> Holds CC/PSC	<input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.