West Virginia Board of Education Policy 5310

TEACHER OBSERVATION/DATA COLLECTION

Teacher's Name	Grade Level/Subject		
School	Date/Time		
Definition of Observation: The proc	cess of collecting data on the employee's job performance.		
Directions: Data used for evaluat	tion purposes must be documented on this form.		
The first observation shall occur on or before November 1			
I. PROGRAMS OF STUDY	COMMENTS:		
Provides a curricula required by state of West Virginia.			
*A. BASES INSTRUCTION OF CURRICULA FOR THE SC			
*B. DEMONSTRATES ACCUR KNOWLEDGE IN SUBJECT			
C. Develops appropriate lessons	s to teach instructional objectives.		
*D. EMPLOYS A VARIETY OF STRATEGIES TO AUGME			
E. Utilizes content scope and sec	quence in planning.		
II. CLASSROOM CLIMATE	COMMENTS:		
Provides an atmosphere conducive to with school/county mission.	to learning consistent		
*A. FOLLOWS ESTABLISHED PROCEDURE WHICH INC CODE OF CONDUCT.	CD SCHOOL DISCIPLINE CLUDE THE WV STUDENT		
*B. ESTABLISHES PROCEDU ENHANCE LEARNING.	URES AND RULES THAT		
C. Encourages students' attendar	nce.		
*D. SETS HIGH POSITIVE EX STUDENT PERFORMANCE			
	NOWLEDGES INDIVIDUAL SHMENTS AND APPROPRIATE		
*F. TREATS STUDENTS IN A MANNER.	FAIR AND EQUITABLE		
*G. ACCOMMODATES INDIV DIFFERENCES.	/IDUAL LEARNING		
*H. CREATES AND MAINTAI THAT SUPPORTS LEARN			
I. COMMUNICATES WITH	PARENTS.		

^{*} PERFORMANCE CRITERIA IN BOLD PRINT MAY BE DOCUMENTED DURING OBSERVATION OF INSTRUCTION. Criteria in lower case print may be observed or documented by other means.

Organizes teaching strategies to maximize the use of allocated instructional time to increase student learning.

III.

- *A. PREPARES AND IMPLEMENTS LESSON PLANS.
- *B. BEGINS LESSON OR INSTRUCTIONAL ACTIVITY WITH A REVIEW OF PREVIOUS MATERIALS AS APPROPRIATE.
- *C. HAS MATERIALS, SUPPLIES AND EQUIP-MENT READY AT THE START OF THE LESSON OR INSTRUCTIONAL ACTIVITY.
- *D. INTRODUCES THE INSTRUCTIONAL ACTIVITY AND SPECIFIES INSTRUCTIONAL OBJECTIVES.
- *E. DIRECTS AND ADEQUATELY SUPERVISES STUDENTS TO BE ON TASK QUICKLY AT THE BEGINNING OF EACH INSTRUCTIONAL ACTIVITY.
- *F. PRESENTS READING, WRITING, SPEAKING, AND LISTENING STRATEGIES USING CONCEPTS AND LANGUAGE WHICH STUDENTS UNDERSTAND.
- *G. PROVIDES RELEVANT EXAMPLES AND DEMONSTRATIONS TO ILLUSTRATE CONCEPTS AND SKILLS.
- *H. ASSIGNS DEVELOPMENTALLY APPROPRIATE TASKS.
- *I. PROVIDES INSTRUCTIONAL PACING THAT ENSURE STUDENT UNDERSTANDING.
- *J. MAXIMIZES STUDENT TIME-ON TASK.
- *K. MAKES EFFECTIVE TRANSITIONS BETWEEN INSTRUCTIONAL ACTIVITIES.
- *L. SUMMARIZES THE MAIN POINT(S) OF THE INSTRUCTIONAL ACTIVITY.
- *M. ENCOURAGES STUDENTS TO EXPRESS IDEAS CLEARLY AND ACCURATELY.
- *N. INCORPORATES HIGHER LEVEL THINKING SKILLS.
- *O. ASSISTS STUDENTS TO DEVELOP PRODUCTIVE WORK HABITS AND STUDY SKILLS.
- *P. PROVIDES REMEDIATION ACTIVITIES FOR STUDENTS.
- Q. DESIGNS, DELIVERS, AND ASSESSES STUDENT LEARNING ACTIVITIES ADDRESSSING THE STATE ADOPTED INSTRUCTIONAL GOALS AND OBJECTIVES.
- R. INTEGRATES A VARIETY OF TECHNOLOGY APPLICATIONS AND LEARNING TOOLS TO AUGMENT STUDENT ACHIEVEMENT.

IV. STUDENT PROGRESS

COMMENTS:

Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.

- A. Follows grading policies and regulations.
- B. Maintains accurate and complete student records.

*C. MONITORS AND EVALUATES STUDENT PROGRESS.

- D. Provides feedback on student work.
- E. Monitors student attendance.

V. COMMUNICATION

COMMENTS:

Communicates with students, parents, educational personnel, and others. Utilizes standard grammar, listening skills, and clarity in the presentation of ideas.

- Communicates student progress according to established procedures and policies.
- B. Communicates regularly and effectively with students, co-workers, parents/guardians, and community and exhibits appropriate interactive skills.
- Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.

*D. SPEAKS AND WRITES STANDARD ENGLISH CLEARLY, CORRECTLY, AND DISTINCTLY.

E. Determines and utilizes appropriate community resources.

VI. PROFESSIONAL WORK HABITS

COMMENTS:

Demonstrates behavior which reflects established professional responsibilities (i.e. attendance, punctuality, and verbal/nonverbal communication).

- A. Adheres to established laws, policies, rules, and regulations.
- B. Interacts appropriately with other students, educational personnel, and parents.
- C. Participates in activities which foster professional growth.
- D. Is punctual with reports, grades, records, and in reporting to work.
- E. Performs assigned duties.
- F. Strives to meet county/school goals.
- G. Commands respect by example in appearance, manners, behavior, and language.

	(Effective July 1, 2003)		
imple West on th	onstrates competency and knowledge in the ementation of technology standards identified by the Virginia Board of Education policies which are based e International Society for Technology in Education E) Standards.		
A.	Demonstrates a sound understanding of technology operations and concepts.		
В.	Plans and designs effective learning environments and experiences supported by technology.		
С.	Implements curriculum plans that include methods and strategies for applying technology to maximize student learning.		
D.	Applies technology to facilitate a variety of effective assessment and evaluation strategies.		
E.	Uses technology to enhance productivity and professional practice.		
F.	Understands the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and applies that understanding in practice.		
Signing this	s observation form indicates only that the employee has had an opportunity to	o confer with the evaluator regarding its contents.	
	Employee's Signature	Date	
	Evaluator's Signature	Date	

COMMENTS:

VII.

TECHNOLOGY STANDARDS