

Three Levels of Observations

<p><u>Level 1</u> Walk Throughs</p>	<p>Key Elements of an Effective Walkthrough:</p> <ol style="list-style-type: none"> 1. Clear Focus or Objective: <ul style="list-style-type: none"> • E.g., Observe implementation of an element of the Lesson Structure. 2. Frequent but Low-Stakes: <ul style="list-style-type: none"> • These are <i>not</i> evaluations or inspections—they're about building your Pool of Knowledge. 3. Use of a Look-For List or Checklist: <ul style="list-style-type: none"> • Pre-determined indicators aligned to desired outcomes. 4. Brief and Consistent: <ul style="list-style-type: none"> • Often 5–15 minutes per location or team. 5. Follow-Up: <ul style="list-style-type: none"> • Debrief with staff, share insights, celebrate strengths, and use the information to make strategic decisions.
<p><u>Level 2</u> Observations</p>	<p style="text-align: center;">Observations</p> <p>Leaders complete 15-minute observations to build their Pool of Knowledge and to give staff positive feedback on a school priority. Information is used to make strategic decisions.</p> <p><u>Observations may focus on:</u></p> <ul style="list-style-type: none"> • Lesson planning and delivery • Classroom management • Student engagement • Use of teacher aids and technology • Differentiation and inclusion <p>Postcard & Positive Feedback: <i>"The leader is to give the teacher positive feedback when they leave the room and then write a positive postcard and place it in the teachers Pigeon hole."</i></p>
<p><u>Level 3</u> Observations and Feedback</p>	<p style="text-align: center;">Key Components of a Teacher Observation System</p> <ol style="list-style-type: none"> 1. Observation Schedule <ul style="list-style-type: none"> • Pre-determined intervals (e.g., once per term or multiple times per year) • Can be announced (formal) or unannounced (informal) 2. Observation Tools <ul style="list-style-type: none"> • Rubrics or Checklists (e.g., Teach Like a Champion, Marzano Model) • Anecdotal Notes • Digital Tools (e.g., Microsoft Forms, iObservation, or Google Forms) 3. Focus Areas <u>Common domains assessed:</u> <ul style="list-style-type: none"> • Lesson planning and preparation • Instructional delivery • Classroom environment and management • Student engagement • Assessment and feedback • Professionalism and collaboration 4. Feedback Process <ul style="list-style-type: none"> • Post-observation meeting (feedback is shared constructively) • Specific strengths and areas for improvement • Goal setting and action plan 5. Documentation <ul style="list-style-type: none"> • Observation reports are recorded and stored • Often part of performance appraisals • Useful for professional development planning 6. Professional Development <ul style="list-style-type: none"> • Observations inform targeted training and support