

Model 1: Administrative Monitoring

This model is defined as a process by which an administrator monitors the work of the staff member through a series of announced or unannounced visits to the classroom. The visits will generally be brief and informal, and the administrator will unobtrusively enter and exit the classroom at any time during a lesson.

A staff member who chooses this option will meet the administrator at the beginning of the school year review and discuss his/her focus for the year along with specific goals and objectives that have been developed to support the focus.

Specific to this option will be the observation of the learning that occurred and how it was facilitated by the teacher. There will be a minimum of one observation per semester. Examples of processes that will be observed may include the level of pupil involvement, the instructional strategy which was implemented, the appropriate use of instructional materials, the effectiveness of teacher feedback, and the processes which contributed to on-task behaviors.

Following each visit, the administrator will provide feedback to the teacher. The feedback will be in the form of a written report (Appendix D-1). The teacher will be accountable for carrying out appropriate follow-up procedures in response to suggestions and issues raised by the administrator as result of the observation.

At the end of the year, a conference will be held between the administrator and the teacher to bring closure to the process.

The administrator will maintain a log of dates and times of the monitored classes.

The final evaluation of the effectiveness of this model will be mutually established by the participating teacher and the administrator. Reports will be placed in the employee's personnel file.

**ELIZABETHTOWN AREA SCHOOL DISTRICT
TEACHER OBSERVATION - ADMINISTRATIVE MONITORING (AM)**

Teacher Observed:	Building:	Grade:
Subject Area:	Date:	# of Students:
Standard(s) Addressed:	Time in:	Time out:

I. Preparation/Planning

Observed Not observed

		Lesson has continuity and contains: objective/essential; strategies/techniques; assessment(s).
		Lesson plans are complete on an approved format and readily available.
		Lesson is part of the curriculum for this subject and grade level. Specify:
		Lesson provides for individual differences (modifications and adaptations).
		Lesson integrates subject with other subjects.
		Lesson contains accurate information.

Comments:

II. Instructional Delivery

Observed Not observed

		Teacher encourages student involvement in the lesson.
		Teacher demonstrates ability to use questions to stimulate thinking.
		Teacher accommodates learner differences and differentiates assignments.
		Teacher provides ongoing assessment and feedback.
		Teacher responds appropriately to student inquiries.
		Teacher utilizes appropriate and effective instructional techniques.

Check strategies/technique(s) observed:

	lecture		demonstration/model		cooperative learning		integration of technology
	activator		question/answer		preview/review		
	summarizer		guided practice		group discussion		

Comments:

III. Classroom Environment

Observed Not observed

		Classroom routines are clearly established and maintained.
		Students appear to know what behaviors are expected of them.
		Teacher is supportive and models guiding principles.
		Teacher maintains a safe physical environment.

Comments:

IV. Professionalism

Students:

Teacher:

Observed Not observed

Observed Not observed

		Respond positively to teacher			Uses correct grammar
		Are engaged in learning			Is easily heard and understood
		Express ideas freely			Gives clear, concise directions
		Actively help others			Presents professional appearance and attitude

Comments:

Signature/date (teacher) _____ Signature/date (principal) _____

Signature of employee indicates observation report has been read and not necessarily agreed upon.

Conference requested/required _____ Conference held _____ # attached pages _____