

**Santa Paula Unified School District  
OBSERVATION REPORT (Non-Classroom)**

Name: \_\_\_\_\_ Evaluator \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Assignment/Grade Level: \_\_\_\_\_

Observation Date/Time: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Status: Temporary  Probationary 1   
 Permanent  Probationary 2

1 – Meets Standards    2 – Needs Improvement    3 – Unsatisfactory    N/O – Not Observed

**DOMAIN I:    PLANNING AND PREPARATION**

**1    2    3    N/O**  
           

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**DOMAIN II:    CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING**

**1    2    3    N/O**  
           

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**DOMAIN III:    DELIVERY OF SERVICE**

**1    2    3    N/O**  
           

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**DOMAIN IV: PROFESSIONAL RESPONSIBILITIES**

**1    2    3    N/O**  
        

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**ADDITIONAL EVALUATOR COMMENTS:**

Signature Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

This report has been discussed with me in conference with the evaluator. An opportunity has been extended to me to append comments regarding this evaluation. A SIGNATURE ON THIS OBSERVATION REPORT DOES NOT NECESSARILY SIGNIFY AGREEMENT WITH THE REPORT.

Signature Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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(STANDARDS FOR REFERENCE)

**DOMAIN I: PLANNING AND PREPARATION**

- Demonstrating knowledge of current trends in specialty area and professional development
- Demonstrating knowledge of the school's program, and levels of teacher skill in delivering that program
- Establishing goals for the instructional support program appropriate to the setting and the teachers served
- Demonstrating knowledge of resources, both within and beyond the school and district
- Developing a plan to evaluate the instructional support program
- Supports teachers in attaining the California Standards for the Teaching Profession
  - Engaging and Supporting Student in Learning
  - Creating and Maintaining Effective Environments for Student Learning
  - Understanding/Organizing Subject Matter for Student Learning
  - Planning Instruction/Designing Learning Experiences for Students
  - Assessing Student Learning
  - Developing as a Professional Educator

**DOMAIN II: CREATING AND MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING**

- Creating an environment of trust and respect
- Establishing a culture for ongoing instructional improvement
- Establishing clear procedures for teachers to gain access to instructional support
- Establishing and maintaining norms of behavior for professional interactions
- Organizing physical space for workshops or training, including use of training equipment, arrangement of furniture for visual access, traffic flow, and match between the physical arrangement and workshop activities

**DOMAIN III: DELIVERY OF SERVICE**

- Collaborating with teachers in the design of instructional units and lessons
- Engaging teachers in learning new instructional skills
- Sharing expertise with staff (for example: through teaching model lessons, presenting workshops, facilitating study group, chairing meetings)
- Locating resources for teachers to support instructional improvement
- Demonstrating flexibility and responsiveness

**DOMAIN IV: PROFESSIONAL RESPONSIBILITIES**

- Reflecting on practice
- Maintaining records, and submitting them in a timely fashion
- Coordinating work with other TOSAs and support staff
- Participating in a professional community
- Engaging in professional development