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**

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

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**DOMAIN III: DELIVERY OF SERVICE**

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DOMAIN IV: PROFESSIONAL RESPONSIBILITIES

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

(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