Teacher Formal Observation

Employee: _____ **School:** _____ **Grade Level:** _____

Evaluator: _____ **Subject Area:** _____ **Date:** _____

Domain 1: Planning and Preparation

Component	Unsatisfactory	Basic	Proficient	Exemplary
1a Demonstrating Knowledge of Content and Pedagogy	☐ The teacher's plans and practice display little knowledge of the content, prerequisite relationships between different aspects of the content, or the instructional practices specific to that discipline.	☐ The teacher's plans and practice reflect some awareness of the important concepts in the discipline, prerequisite relationships between them, and the instructional practices specific to that discipline.	☐ The teacher's plans and practice reflect solid knowledge of the content, prerequisite relationships between important concepts, and the instructional practices specific to that discipline.	☐ The teacher's plans and practice reflect extensive knowledge of the content and the structure of the discipline. The teacher actively builds on knowledge of prerequisites and misconceptions when describing instruction or seeking causes for student misunderstanding.
Evidence				
1b Demonstrating Knowledge of Students	☐ The teacher demonstrates little or no knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and does not seek such understanding.	☐ The teacher indicates the importance of understanding students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for the class as a whole.	☐ The teacher actively seeks knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs, and attains this knowledge for groups of students.	☐ The teacher actively seeks knowledge of students' backgrounds, cultures, skills, language proficiency, interests, and special needs from a variety of sources, and attains this knowledge for individual students.
Evidence				
1c Setting Instructional Outcomes	☐ Instructional outcomes are unsuitable for students, represent trivial or low-level learning, or are stated only as activities. They do not permit viable methods of assessment.	☐ Instructional outcomes are of moderate rigor and are suitable for some students, but consist of a combination of activities and goals, some of which permit viable methods of assessment. They reflect more than one type of learning, but the teacher makes no attempt at coordination or integration.	☐ Instructional outcomes are stated as goals reflecting high-level learning and curriculum standards. They are suitable for most students in the class, represent different types of learning, and can be assessed. The outcomes reflect opportunities for coordination.	☐ Instructional outcomes are stated as goals that can be assessed, reflecting rigorous learning and curriculum standards. They represent different types of content, offer opportunities for both coordination and integration, and take account of the needs of individual students.
Evidence				
1d Demonstrating Knowledge of Resources	☐ The teacher demonstrates little or no familiarity with resources to enhance own knowledge, to use in teaching, or for students who need them. The teacher does not seek such knowledge.	☐ The teacher demonstrates some familiarity with resources available through the school or district to enhance own knowledge, to use in teaching, or for students who need them. The teacher does not seek to extend such knowledge.	☐ The teacher is fully aware of the resources available through the school or district to enhance own knowledge, to use in teaching, or for students who need them.	☐ The teacher seeks out resources in and beyond the school or district in professional organizations, on the Internet, and in the community to enhance own knowledge, to use in teaching, and for students who need them.
Evidence				
1e Designing Coherent Instruction	☐ The series of learning experiences is poorly aligned with the instructional outcomes and does not represent a coherent structure. The experiences are suitable for only some students.	☐ The series of learning experiences demonstrates partial alignment with instructional outcomes, and some of the experiences are likely to engage students in significant learning. The lesson or unit has a recognizable structure and reflects partial knowledge of students and resources.	☐ The teacher coordinates knowledge of content, of students, and of resources to design a series of learning experiences aligned to instructional outcomes and suitable for groups of students. The lesson or unit has a clear structure and is likely to engage students in significant learning.	☐ The teacher coordinates knowledge of content, of students, and of resources, to design a series of learning experiences aligned to instructional outcomes, differentiated where appropriate to make them suitable to all students and likely to engage them in significant learning. The lesson or unit structure is clear and allows for different pathways according to student needs.
Evidence				

1f **Designing Student Assessments**	The teacher's plan for assessing student learning contains no clear criteria or standards, is poorly aligned with the instructional outcomes, or is inappropriate for many students. The results of assessment have minimal impact on the design of future instruction. ☐ Special Education Teacher: Educator rarely uses assessment information. IEP's do not match student needs. Meetings are disorganized and do not result in effective planning. Communication with relevant parties is rare of inappropriate. Confidentiality issues may exist.	The teacher's plan for student assessment is partially aligned with the instructional outcomes, without clear criteria, and inappropriate for at least some students. The teacher intends to use assessment results to plan for future instruction for the class as a whole. ☐ Special Education Teacher: IEPs and Evaluation Plans include assessment information but connections to planning are basic. Educator is unsure about student needs and does not take the initiative to learn more. Meetings results in IEPs and Evaluation Plans that meet requirements but do not reflect an in-depth understanding of the situation. Educator communicates on a regular basis and is appropriate in those interactions and confidential.	The teacher's plan for student assessment is aligned with the instructional outcomes, uses clear criteria, and is appropriate to the needs of students. The teacher intends to use assessment results to plan for future instruction for groups of students. ☐ Special Education Teacher: Uses assessment information for planning IEP programs; facilitates the development of a program that meets the student's needs. Organizes and facilitates effective meetings. IEPs demonstrate ability to synthesize data/information obtained through evaluations and ongoing assessment. Communication with school staff, parents, families, students, service providers, is clear, accessible, effective, timely, confidential and sensitive.	The teacher's plan for student assessment is fully aligned with the instructional outcomes, with clear criteria and standards that show evidence of student contribution to their development. Assessment methodologies may have been adapted for individuals, and the teacher intends to use assessment results to plan future instruction for individual students. ☐ Special Education Teacher: Educator displays extensive knowledge of assessments and their use in planning and easily identifies the need for additional information. The educator's communication with relevant partied reflects a high level of professionalism and relevant parties seek out and depend upon the educator for his/her guidance and expertise.
Evidence				

Domain 2: The Classroom Environment

Component	Unsatisfactory	Basic	Proficient	Exemplary
2a **Creating an Environment of Respect and Rapport** ***Place checkmark next to observed behaviors***	☐ Classroom interactions, both between the teacher and students and among students, are negative, inappropriate, or insensitive to students' cultural backgrounds and are characterized by sarcasm, put-downs, or conflict.	☐ Classroom interactions, both between the teacher and students and among students, are generally appropriate and free from conflict, but may be characterized by occasional displays of insensitivity or lack of responsiveness to cultural or developmental differences among students.	☐ Classroom interactions between the teacher and students and among students are polite and respectful, reflecting general warmth and caring, and are appropriate to the cultural and developmental differences among groups of students.	☐ Classroom interactions between the teacher and individual students are highly respectful, reflecting genuine warmth and caring and sensitivity to students' cultures and levels of development. Students themselves ensure high levels of civility among members of the class.
	Exemplary: ☐ The teacher demonstrates knowledge and caring about individual students` lives beyond the class and school ☐ There is no disrespectful behavior among students ☐ When necessary, students respectfully correct one another ☐ Students participate without fear of put-downs or ridicule from either the teacher or other students ☐ The teacher respects and encourages students` efforts **Proficient:** ☐ Talk between the teacher and students and among students is uniformly respectful ☐ The teacher successfully responds to disrespectful behavior among students ☐ Students participate willingly, but may be somewhat hesitant to offer their ideas in front of classmates ☐ The teacher makes general connections with individual students ☐ Students exhibit respect for the teacher **Basic:** ☐ The quality of interactions between teacher and students, or among students, is uneven, with occasional disrespect or insensitivity ☐ The teacher attempts to respond to disrespectful behavior among students, with uneven results ☐ The teacher attempts to make connections with individual students, but student reactions indicate that these attempts are not entirely successful **Unsatisfactory:** ☐ The teacher is disrespectful toward students or insensitive to students` ages, cultural backgrounds, and developmental levels ☐ Students` body language indicates feelings of hurt, discomfort, or insecurity ☐ The teacher displays no familiarity with, or caring about, individual students ☐ The teacher disregards disrespectful interactions among students			
Evidence				

Component	Unsatisfactory	Basic	Proficient	Exemplary
2b **Establishing a Culture for Learning** **Place a checkmark next to observed behaviors**	☐ The classroom environment conveys a negative culture for learning, characterized by low teacher commitment to the subject, low expectations for student achievement, and little or no student pride in work.	☐ The teacher's attempt to create a culture for learning is partially successful, with little teacher commitment to the subject, modest expectations for student achievement, and little student pride in work. Both the teacher and students appear to be only "going through the motions."	☐ The classroom culture is characterized by high expectations for most students and genuine commitment to the subject by both teacher and students, with students demonstrating pride in their work.	☐ High levels of student energy and teacher passion for the subject create a culture for learning in which everyone shares a belief in the importance of the subject and all students hold themselves to high standards of performance—for example, by initiating improvements to their work.

Exemplary:

- ☐ The teacher communications passion for the subject
- ☐ The teacher conveys the satisfaction that accompanies a deep understanding of complex content
- ☐ Students indicate through their questions and comments a desire to understand the content
- ☐ Students assist their classmates in understanding the content
- ☐ Students take initiative in improving the quality of their work
- ☐ Students correct one another in their use of language

Proficient:

- ☐ The teacher communicates the importance of the content and the conviction that with hard work all students can master the material
- ☐ The teacher demonstrates a high regard for students` abilities
- ☐ The teacher conveys an expectation of high levels of student effort
- ☐ Students expend good effort to complete work of high quality
- ☐ The teacher insists on precise use of language by students

Basic:

- ☐ The teacher`s energy for the work is neutral, neither indicating a high level of commitment nor ascribing the need to do the work to external forces
- ☐ The teacher conveys high expectations only for some students
- ☐ Students exhibit a limited commitment to complete the work on their own; many students indicate that they are looking for an "easy path"
- ☐ The teacher`s primary concern appears to be to complete the task at hand
- ☐ The teacher urges, but does not insist, that students use precise language

Unsatisfactory:

- ☐ The teacher conveys that there is little or no purpose for the work, or that the reasons for doing it are due to external factors
- ☐ The teacher conveys to at least some students that the work is too challenging for them
- ☐ Students exhibit little or no pride in their work
- ☐ Students use language incorrectly; the teacher does not correct them

Evidence	

Component	Unsatisfactory	Basic	Proficient	Exemplary
2c Managing Classroom Procedures	☐ Much instructional time is lost because of inefficient classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties.	☐ Some instructional time is lost because classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties are only partially effective.	☐ Little instructional time is lost because of classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties, which occur smoothly.	☐ Students contribute to the seamless operation of classroom routines and procedures for transitions, handling of supplies, and performance of non-instructional duties.

Exemplary:

- ☐ With minimal prompting by the teacher, students ensure that their time is used productively
- ☐ Students take initiative in distributing and collecting materials efficiently
- ☐ Students themselves ensure that transitions and other routines are accomplished smoothly

Proficient:

- ☐ Students are productively engaged during small-group or independent work
- ☐ Transitions between large-and small-group activities are smooth
- ☐ Routines for distribution and collection of materials and supplies work efficiently
- ☐ Classroom routines function smoothly

Basic:

- ☐ Students not working directly with the teacher are only partially engaged
- ☐ Procedures for transitions seem to have been established, but their operation is not smooth
- ☐ There appear to be established routines for distribution and collection of materials, but students are confused about how to carry them out
- ☐ Classroom routines function unevenly

Unsatisfactory:

- ☐ Students not working directly with the teacher are only partially engaged
- ☐ Transitions are disorganized, with much loss of instructional time
- ☐ There do not appear to be any established procedures for distributing and collecting materials
- ☐ A considerable amount of time is spent off task because of unclear procedures

Evidence

Component	Unsatisfactory	Basic	Proficient	Exemplary
2d Managing Student Behavior	☐ There is no evidence that standards of conduct have been established and little or no teacher monitoring of student behavior. Response to student misbehavior is repressive or disrespectful of student dignity.	☐ It appears that the teacher has made an effort to establish standards of conduct for students. The teacher tries, with uneven results, to monitor student behavior and respond to student misbehavior.	☐ Standards of conduct appear to be clear to students, and the teacher monitors student behavior against those standards. The teacher's response to student misbehavior is appropriate and respects the students' dignity.	☐ Standards of conduct are clear, with evidence of student participation in setting them. The teacher's monitoring of student behavior is subtle and preventive, and the teacher's response to student misbehavior is sensitive to individual student needs. Students take an active role in monitoring the standards of behavior.

Exemplary:

- ☐ Student behavior is entirely appropriate; any student misbehavior is very minor and swiftly handled
- ☐ The teacher silently and subtly monitors student behavior
- ☐ Students respectfully intervene with classmates at appropriate moments to ensure compliance with standards of conduct

2d Cont.	
	Proficient: ☐ Standards of conduct appear to have been established and implemented successfully ☐ Overall, student behavior is generally appropriate ☐ The teacher frequently monitors student behavior ☐ The teacher`s response to student misbehavior is effective **Basic:** ☐ The teacher attempts to maintain order in the classroom, referring to classroom rules, but with uneven success ☐ The teacher attempts to keep track of student behavior, but with no apparent system ☐ •The teacher`s response to student misbehavior is inconsistent: sometimes harsh, other times lenient **Unsatisfactory:** ☐ The classroom environment is chaotic, with no standards of conduct evident ☐ The teacher does not monitor student behavior ☐ Some students disrupt the classroom, without apparent teacher awareness or with an ineffective response
Evidence	

Component	Unsatisfactory	Basic	Proficient	Exemplary
2e Organizing Physical Space	☐ The physical environment is unsafe, or some students don't have access to learning. Alignment between the physical arrangement and the lesson activities is poor.	☐ The classroom is safe, and essential learning is accessible to most students; the teacher's use of physical resources, including computer technology, is moderately effective. The teacher may attempt to modify the physical arrangement to suit learning activities, with partial success.	☐ The classroom is safe, and learning is accessible to all students; the teacher ensures that the physical arrangement is appropriate to the learning activities. The teacher makes effective use of physical resources, including computer technology.	☐ The classroom is safe, and the physical environment ensures the learning of all students, including those with special needs. Students contribute to the use or adaptation of the physical environment to advance learning. Technology is used skillfully, as appropriate to the lesson.
Evidence				

Domain 3: Instruction

Component	Unsatisfactory	Basic	Proficient	Exemplary
3a Communicating with Students	☐ Expectations for learning, directions and procedures, and explanations of content are unclear or confusing to students. The teacher's use of language contains errors or is inappropriate for students' cultures or levels of development.	☐ Expectations for learning, directions and procedures, and explanations of content are clarified after initial confusion; the teacher's use of language is correct but may not be completely appropriate for students' cultures or levels of development.	☐ Expectations for learning, directions and procedures, and explanations of content are clear to students. Communications are appropriate for students' cultures and levels of development.	☐ Expectations for learning, directions and procedures, and explanations of content are clear to students. The teacher's oral and written communication is clear and expressive, appropriate for students' cultures and levels of development, and anticipates possible student misconceptions.
	Exemplary: ☐ If asked, students are able to explain what they are learning and where it fits into the larger curriculum context ☐ The teacher explains content clearly and imaginatively, using metaphors and analogies to bring content to life ☐ The teacher points out possible areas for misunderstanding ☐ The teacher invites students to explain the content to their classmates ☐ Students suggest other strategies they might use in approaching a challenge or analysis ☐ The teacher uses rich language, offering brief vocabulary lessons where appropriate, both for general vocabulary and for the discipline ☐ Students use academic language correctly			

3a cont.

Proficient:

- ☐ The teacher states clearly, at some point during the lesson, what the students will be learning
- ☐ The teacher`s explanation of content is clear and invites student participation and thinking
- ☐ The teacher makes no content errors
- ☐ The teacher describes specific strategies students might use, inviting students to interpret them in the context of what they`re learning
- ☐ Students engage with the learning task, indicating that they understand what they are to do
- ☐ If appropriate, the teacher models the process to be followed in the task
- ☐ The teacher`s vocabulary and usage are correct and entirely suited to the lesson, including, where appropriate, explanations of academic vocabulary
- ☐ The teacher`s vocabulary is appropriate to students` ages and levels of development

Basic:

- ☐ The teacher provides little elaboration or explanation about what the students will be learning
- ☐ The teacher`s explanation of the content consists of a monologue, with minimal participation or intellectual engagement by students
- ☐ The teacher makes no serious content errors but may make minor ones
- ☐ The teacher`s explanations of content are purely procedural, with no indication of how students can think strategically
- ☐ The teacher must clarify the learning task so students can complete it
- ☐ The teacher`s vocabulary and usage are correct but unimaginative
- ☐ When the teacher attempts to explain academic vocabulary, it is only partially successful
- ☐ The teacher`s vocabulary is too advanced, or too juvenile, for students

Unsatisfactory:

- ☐ At no time during the lesson does the teacher convey to students what they will be learning
- ☐ Students indicate through body language or questions that they don`t understand the content being presented
- ☐ The teacher makes a serious content error that will affect students` understanding of the lesson
- ☐ Students indicate through their questions that they are confused about the learning task
- ☐ The teacher`s communications include errors of vocabulary or usage or imprecise use of academic language
- ☐ The teacher`s vocabulary is inappropriate to the age or culture of the students

Evidence

Component	Unsatisfactory	Basic	Proficient	Exemplary
3b Using Questioning and Discussion Techniques	☐ The teacher's questions are low-level or inappropriate, eliciting limited student participation and recitation rather than discussion.	☐ Some of the teacher's questions elicit a thoughtful response, but most are low-level, posed in rapid succession. The teacher's attempts to engage all students in the discussion are only partially successful.	☐ Most of the teacher's questions elicit a thoughtful response, and the teacher allows sufficient time for students to answer. All students participate in the discussion, with the teacher stepping aside when appropriate.	☐ Questions reflect high expectations and are culturally and developmentally appropriate. Students formulate many of the high-level questions and ensure that all voices are heard.

Exemplary:

- ☐ Students initiate higher-order questions
- ☐ The teacher builds on and uses student responses to questions in order to deepen student understanding
- ☐ Students extend the discussion, enriching it
- ☐ Students invite comments from their classmates during a discussion and challenge one another's thinking
- ☐ Virtually all students are engaged in the discussion

3b Cont.	

Proficient:

- ☐ The teacher uses open-ended questions, inviting students to think and/or offer multiple possible answers
- ☐ The teacher makes effective use of wait time
- ☐ Discussions enable students to talk to one another without ongoing mediation by the teacher
- ☐ The teacher calls on most students, even those who don`t initially volunteer
- ☐ Many students actively engage in the discussion
- ☐ The teacher asks students to justify their reasoning, and most students attempt to do so

Basic:

- ☐ The teacher frames some questions designed to promote student thinking, but many have a single correct answer, and the teacher calls on students quickly
- ☐ The teacher invites students to respond directly to one another`s ideas, but few students respond
- ☐ The teacher calls on many students, but only a small number actually participate in the discussion
- ☐ The teacher asks students to explain their reasoning, but only some students attempt to do so

Unsatisfactory:

- ☐ Questions are rapid-fire and convergent, with a single correct answer
- ☐ Questions do not invite student thinking
- ☐ All discussion is between the teacher and students; students are not invited to speak directly to one another
- ☐ The teacher does not ask students to explain their thinking
- ☐ Only a few students dominate the discussion

Evidence	

Component	Unsatisfactory	Basic	Proficient	Exemplary
3c Engaging Students in Learning	☐ Activities and assignments, materials, and groupings of students are inappropriate for the instructional outcomes or students' cultures or levels of understanding, resulting in little intellectual engagement. The lesson has no structure or is poorly paced.	☐ Activities and assignments, materials, and groupings of students are partially appropriate to the instructional outcomes or students' cultures or levels of understanding, resulting in moderate intellectual engagement. The lesson has a recognizable structure, but that structure is not fully maintained.	☐ Activities and assignments, materials, and groupings of students are fully appropriate for the instructional outcomes and students' cultures and levels of understanding. All students are engaged in work of a high level of rigor. The lesson's structure is coherent, with appropriate pace.	☐ Students, throughout the lesson, are highly intellectually engaged in significant learning, and make material contributions to the activities, student groupings, and materials. The lesson is adapted as necessary to the needs of individuals, and the structure and pacing allow for student reflection and closure.

Exemplary:

- ☐ Virtually all students are intellectually engaged in the lesson
- ☐ Lesson activities require high-level student thinking and explanations of their thinking
- ☐ Students take initiative to adapt the lesson by (1) modifying a learning task to make it more meaningful or relevant to their needs, (2) suggesting modifications to the grouping patterns used, and/or (3) suggesting modifications or additions to the materials being used
- ☐ Students have an opportunity for reflection and closure on the lesson to consolidate their understanding

Proficient:

- ☐ Most students are intellectually engaged in the lesson
- ☐ Most learning tasks have multiple correct responses or approaches and/or encourage higher-order thinking
- ☐ Students are invited to explain their thinking as part of completing tasks
- ☐ Materials and resources require intellectual engagement, as appropriate
- ☐ The pacing of the lesson provides students the time needed to be intellectually engaged

3c Cont.	
	Basic: ☐ Some students are intellectually engaged in the lesson ☐ Learning tasks are a mix of those requiring thinking and those requiring recall ☐ Student engagement with the content is largely passive; the learning consists primarily of facts or procedures ☐ Few of the materials and recourses require student thinking or ask students to explain their thinking ☐ The pacing of the lesson is uneven - suitable in parts but rushed or dragging in others **Unsatisfactory:** ☐ Few students are intellectually engaged in the lesson ☐ Learning tasks/activities and materials require only recall or have a single correct response or method ☐ Instructional materials used are unsuitable to the lesson and/or the students ☐ The lesson drags or is rushed
Evidence	

Component	Unsatisfactory	Basic	Proficient	Exemplary
3d **Using Assessment in Instruction**	Assessment is not used in instruction, either through monitoring of progress by the teacher or students, or through feedback to students. Students are unaware of the assessment criteria used to evaluate their work. ☐ Special Education Teacher: Student progress is not tracked or documented. Educator has no system for tracking time lines or other student data.	Assessment is occasionally used in instruction, through some monitoring of progress of learning by the teacher and/or students. Feedback to students is uneven, and students are aware of only some of the assessment criteria used to evaluate their work. ☐ Special Education Teacher: Student progress is documented according to the IEP but educator does not take the initiative in making adjustments, except on the required annual basis. Educator maintains a list of time lines for special education requirements but not for attendance or discipline.	Assessment is regularly used in instruction, through Self-Reflection by students, monitoring of progress of learning by the teacher and/or students, and high-quality feedback to students. Students are fully aware of the assessment criteria used to evaluate their work. ☐ Special Education Teacher: Gauges/ assesses effectiveness of IEP and facilitates identifying the need for adjustments; tracks time lines for eligibility, annual reviews, three year comprehensive evaluations, attendance, and discipline.	Assessment is used in a sophisticated manner in instruction, through student involvement in establishing the assessment criteria, Self-Reflection by students, monitoring of progress by both students and teacher, and high-quality feedback to students from a variety of sources. ☐ Special Education Teacher: Student progress reports are directly linked to the IEP and reflect in-depth understanding of student needs and growth. Educator takes the initiative when appropriate, in suggesting adjustments to student programs. An effective system is in place for tracking all time lines and student data and teacher is responsive to data requested and/or provided by administrator.
	Exemplary: ☐ Students indicate that they clearly understand the characteristics of high-quality work, and there is evidence that students have helped establish the evaluation criteria ☐ The teacher is constantly "take the pulse" of the class; monitoring of student understanding is sophisticated and continuous and makes use of strategies to elicit information about individual student understanding ☐ Students monitor their own understanding, either on their own initiative or as a result of tasks set by the teacher ☐ High-quality feedback comes from many sources, including students; it is specific and focused on improvement ☐ The teacher's adjustments to the lesson, when they are needed, are designed to assist individual students **Proficient:** ☐ The teacher makes the standards of high-quality work clear to students ☐ The teacher elicits evidence of student understanding ☐ Students are invited to assess their own work and make improvements; most of them do so ☐ Feedback includes specific and timely guidance at least for groups of students ☐ When improvising becomes necessary, the teacher makes adjustments to the lesson			

3d Cont.	
	Basic: ☐ There is little evidence that the students understand how their work will be evaluated ☐ The teacher monitors understanding through a single method, or without eliciting evidence of understanding from students ☐ Feedback to students is vague and not oriented toward future improvement of work ☐ The teacher makes only minor attempts to engage students in self or peer assessment ☐ The teacher's attempts to adjust the lesson are partially successful **Unsatisfactory:** ☐ The teacher gives no indication of what high-quality work looks like ☐ The teacher makes no effort to determine whether students understand the lesson ☐ Students receive no feedback, or feedback is global or directed to only one student ☐ The teacher does not ask students to evaluate their own or classmates' work ☐ The teacher makes no attempt to adjust the lesson in response to student confusion
Evidence	

Component	Unsatisfactory	Basic	Proficient	Exemplary
3e Demonstrating Flexibility and Responsiveness	☐ The teacher adheres to the instruction plan, even when a change would improve the lesson or address students' lack of interest. The teacher brushes aside student questions; when students experience difficulty, the teacher blames the students or their home environment.	☐ The teacher attempts to modify the lesson when needed and to respond to student questions, with moderate success. The teacher accepts responsibility for student success, but has only a limited repertoire of strategies to draw upon.	☐ The teacher promotes the successful learning of all students, making adjustments as needed to instruction plans and accommodating student questions, needs, and interests.	☐ The teacher seizes an opportunity to enhance learning, building on a spontaneous event or student interests. The teacher ensures the success of all students, using an extensive repertoire of instructional strategies.
Evidence				

Domain 4: Professional Responsibilities

Component	Unsatisfactory	Basic	Proficient	Exemplary
4a Reflecting on Teaching	☐ The teacher does not accurately assess the effectiveness of the lesson and has no ideas about how the lesson could be improved.	☐ The teacher provides a partially accurate and objective description of the lesson but does not cite specific evidence. The teacher makes only general suggestions as to how the lesson might be improved.	☐ The teacher provides an accurate and objective description of the lesson, citing specific evidence. The teacher makes some specific suggestions as to how the lesson might be improved.	☐ The teacher's reflection on the lesson is thoughtful and accurate, citing specific evidence. The teacher draws on an extensive repertoire to suggest alternative strategies and predicts the likely success of each.
Evidence				
4b Maintaining Accurate Records	☐ The teacher's systems for maintaining both instructional and non-instructional records are either nonexistent or in disarray, resulting in errors and confusion. Special Education Teacher: Time lines are not met and correct procedures for paperwork are not consistently followed. Numerous grammatical errors are made and the content is not readily understood. Records do not reflect adequate understanding of special education process. Records are disorganized and do not maintain an adequate record of planning and decision making.	☐ The teacher's systems for maintaining both instructional and non-instructional records are rudimentary and only partial. Special Education Teacher: The majority of time lines are met. Procedures are generally followed. Wording in paperwork is adequate but content is not consistently clear. Records reflect a basic understanding of the Special Education process. Records are generally organized and provide basic documentation of planning and decision making.	☐ The teacher's systems for maintaining both instructional and non-instructional records are accurate, efficient and effective. Special Education Teacher: Paperwork completed within time lines; correct procedures are followed for paperwork; Effective wording used in paperwork (i.e. grammatically correct and understandable); Maintains organized and legible records according to MSBSD guidelines; records accurately reflect planning and decision making.	☐ The teacher's systems for maintaining both instructional and non-instructional records are accurate, efficient, and effective, and students contribute to its maintenance. Special Education Teacher: All time lines are met unless there is a significant extenuating circumstance. Content and organization of records and paperwork reflect in-depth knowledge of students and their needs, services, progress and of the special process.
Evidence				

4c Communicating with Families	☐ The teacher's communication with families about the instructional program or about individual students is sporadic or culturally inappropriate. The teacher makes no attempt to engage families in the instructional program.	☐ The teacher adheres to school procedures for communicating with families and makes modest attempts to engage families in the instructional program. But communications are not always appropriate to the cultures of those families.	☐ The teacher communicates frequently with families and successfully engages them in the instructional program. Information to families about individual students is conveyed in a culturally appropriate manner.	☐ The teacher's communication with families is frequent and sensitive to cultural traditions; students participate in the communication. The teacher successfully engages families in the instructional program, as appropriate.
Evidence				
4d Participating in a Professional Community	☐ The teacher avoids participating in a professional community or in school and district events and projects; relationships with colleagues are negative or self-serving.	☐ The teacher becomes involved in the professional community and in school and district events and projects when	☐ The teacher participates actively in the professional community and in school and district events and projects, and maintains positive and productive relationships with colleagues.	☐ The teacher makes a substantial contribution to the professional community and to school and district events and projects, and assumes a leadership role among the faculty.
Evidence				
4e Growing and Developing Professionally	☐ The teacher does not participate in professional development activities and makes no effort to share knowledge with colleagues. The teacher is resistant to feedback from supervisors or colleagues.	☐ The teacher participates in professional development activities that are convenient or are required, and makes limited contributions to the profession. The teacher accepts, with some reluctance, feedback from supervisors and colleagues.	☐ The teacher seeks out opportunities for professional development based on an individual assessment of need and actively shares expertise with others. The teacher welcomes feedback from supervisors and colleagues.	☐ The teacher actively pursues professional development opportunities and initiates activities to contribute to the profession. In addition, the teacher seeks feedback from supervisors and colleagues.
Evidence				
4f Showing Professionalism	☐ The teacher has little sense of ethics and professionalism and contributes to practices that are self-serving or harmful to students. The teacher fails to comply with school and district regulations and time lines.	☐ The teacher is honest and well intentioned in serving students and contributing to decisions in the school, but the teacher's attempts to serve students are limited. The teacher complies minimally with school and district regulations, doing just enough to get by.	☐ The teacher displays a high level of ethics and professionalism in dealings with both students and colleagues and complies fully and voluntarily with school and district regulations.	☐ The teacher is proactive and assumes a leadership role in making sure that school practices and procedures ensure that all students, particularly those traditionally under served, are honored in the school. The teacher displays the highest standards of ethical conduct and takes a leadership role in seeing that colleagues comply with school and district regulations.
Evidence				