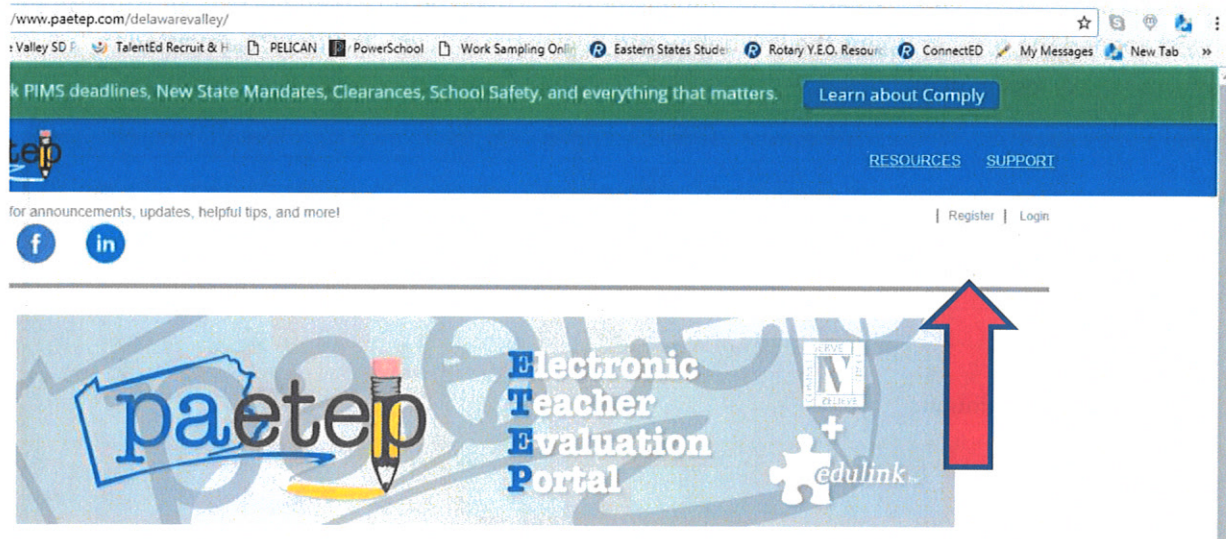


Formal Observation Process

PAETEP – Registration

Go to: www.PAETEP.com/delawarevalley

Click on the registration link at the top right hand corner and complete the registration.



PA-ETEP Registration

- 1) Complete the registration form.
- 2) An email confirmation form will be sent to you inbox from DoNotReply@paetep.com

Your email will be your username.

District :

Building :

First Name :

Last Name :

Email Address :

Educator Type :

Are you a nontenured employee? Yes ☐ No ☒

Passwords must contain a minimum of 9 characters.



Formal Observation Process

Step 1 – Pre Observation Questionnaire - The administrator will open an observation. Once the observation has been opened the teacher opens the link below and begins to complete the **Pre Observation Questionnaire** (aka lesson plan).

The screenshot shows the 'User Summary' page for a user named Margaret M. Schaffer. The page is sorted by School Year 2015-16. It features three main sections: Walkthroughs, Observations, and Anecdotal Notes. The Observations section contains a table with columns for School Year, Created Date, Type, Evaluator Name, Status, and Actions. A red arrow points to the 'Actions' column in the Observations table.

| School Year | Created Date | Type | Evaluator Name | Status | Actions |
|-------------|--------------|--------|----------------------|------------------------|---------|
| 2015-16 | 07-15-15 | Formal | Margaret M. Schaffer | Waiting on Teacher SES | View |

The teacher will then be directed to the screen below which provides an overview for the entire formal observation process. The teacher will begin by completing the **Pre Observation Questionnaire**.

Formal Observation Process

Formal - Google Chrome

https://www.paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx

RESOURCES SUPPORT MY OBSERVATIONS

My Observations > Observations > Formal

Teacher SES | Logout

SES, Teacher

SLO | Walkthroughs | Observations | Anecdotal Notes | 82 Ratings

Observation

Evaluator: Margaret M. S. Formal

| Pre - Observation | Info | Status | Options |
|---------------------------------|-------------------|------------------------|---------------------------|
| Pre - Observation Questionnaire | Started 7/16/2015 | Waiting on Teacher SES | view/edit |
| Pre - Observation Conference | | | |

Observation

Classroom Observation

Post - Observation

Post - Observation Questionnaire
Self-Assessment Rubric
Post - Observation Conference
Observation Summary Form
Authenticate

After selecting the Pre Observation Questionnaire you will begin to complete each section for Domain 1. Do not rely solely on the questions posed on PAETEP. Please make sure to refer to the specific Planning and Preparation descriptors from the Danielson Rubric. Also, you may refer to the sample lesson plans found in your red binder.

Formal - Google Chrome

https://www.paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/ctl/PreObservation/userid/52353/evalid/116079/mid/116079/Default.aspx?...

Pre-Observation

[Return](#)

[Submit Section](#)

1a. Demonstrating Knowledge of Content and Pedagogy:
What is the content to be taught? What prerequisite learning is required?

[Add Comment](#)

1b. Demonstrating Knowledge of Students:
Characterize the class. How will you modify this lesson for groups or individual students?

[Add Comment](#)

1c. Selecting Instructional Outcomes:
What do you want students to learn during this lesson?

[Add Comment](#)

1d. Demonstrating Knowledge of Resources:
What resources were considered for this lesson and rejected? Why? What resources will be used? Why?

[Add Comment](#)

1e. Designing Coherent Instruction:

Formal Observation Process

After you have completed each section and are satisfied with your lesson planning and preparation documentation you will submit this section back to the administrator by selecting the yellow submit section button.

Step 2 – Pre-Observation Conference Next, the Administrator will review your lesson plan. If the plan is satisfactory he/she will schedule a Pre-Observation Conference. During this conference you will review your lesson plan and can explain specific information. The administrator may provide suggestions for improving your plan. This usually occurs when the teacher has not referenced and used the Danielson Rubric prior to writing and submitting the plan. **Therefore, our administrators strongly suggest that you focus on the Danielson Rubric when completing your lesson plan.**

The screenshot displays the Paetep Supervision Management web application. The main navigation bar includes links for SUPERVISION MANAGEMENT, RESOURCES, SUPPORT, and ADMINISTRATION. The user is logged in as 'SES, Teacher' and is viewing the 'Observation' section. A 'Schedule Request' modal is open, prompting the user to 'Send a schedule request for a Pre-Observation Conference'. The modal shows a calendar for July 2015 with a time slot of 2:30 PM selected. The main interface lists the following steps in the observation process:

- Pre - Observation
- Pre - Observation Questionnaire
- Pre - Observation Conference
- Observation
- Classroom Observation
- Post - Observation
- Post - Observation Questionnaire
- Self-Assessment Rubric
- Post - Observation Conference
- Observation Summary Form
- Authenticate

On the right side, there are 'Options' for 'Formal' and 'Informal' observations, and a 'Skip' button at the bottom right.

Step 3 – Observation - Once the Pre-Observation Conference (lesson plan review) has been completed the Observation will be scheduled. The administrator will then conduct the observation and assign each piece

Formal Observation Process

of evidence to a subdomain from Domains 2 and 3 of the Charlotte Danielson rubric.

The screenshot shows the 'Formal Observation' page on Paetep.com. The browser address bar displays 'https://www.paetep.com/delaware/alfy/SupervisionManagement/Generators/Formal/tabid/13238/Default.aspx'. The page title is 'Observation'. The evaluator is 'Margaret M. Schaffer' and the status is 'Unannounced'. The page is divided into three main sections: 'Pre - Observation', 'Observation', and 'Post - Observation'. The 'Pre - Observation' section has a table with two rows: 'Pre - Observation Questionnaire' and 'Pre - Observation Conference', both with a status of 'Skipped'. The 'Observation' section has a table with one row: 'Classroom Observation' with a status of 'Submitted 7/23/2015' and a 'View' link. The 'Post - Observation' section has a table with four rows: 'Post - Observation Questionnaire' (Started 7/23/2015, view/edit link), 'Self-Assessment Rubric' (Started 7/23/2015, view/edit link), 'Post - Observation Conference', and 'Observation Summary Form'. There is also an 'Authenticate' link at the bottom of the 'Post - Observation' section.

| Pre - Observation | Info | Status | Options |
|---------------------------------|------|---------|---------|
| Pre - Observation Questionnaire | | Skipped | |
| Pre - Observation Conference | | Skipped | |

| Observation | Status | Options |
|-----------------------|---------------------|----------------------|
| Classroom Observation | Submitted 7/23/2015 | View |

| Post - Observation | Status | Options |
|----------------------------------|-------------------|---------------------------|
| Post - Observation Questionnaire | Started 7/23/2015 | view/edit |
| Self-Assessment Rubric | Started 7/23/2015 | view/edit |
| Post - Observation Conference | | |
| Observation Summary Form | | |
| Authenticate | | |

The teacher will select the view hyperlink to view the observation and add comments. This is your opportunity to add additional information that may not have been directly observed during this lesson. You may also upload artifacts (e.g. pictures, worksheets, assessment rubric).

The screenshot shows the 'Domain 3 - Instruction' page on Paetep.com. The browser address bar displays 'https://www.paetep.com/delaware/alfy/SupervisionManagement/Generators/Formal/tabid/13238/Default.aspx'. The page title is 'Domain 3 - Instruction'. There are tabs for 'Domain 2', 'Domain 3', and 'Return'. The 'Domain 3' tab is selected. The page content is titled '3a. Communicating with Students' and lists three bullet points: 'Expectations for Learning', 'Directions and Procedures', and 'Use of Oral and Written Language'. Below this, there is a section for 'Margaret M. Schaffer' with a timestamp 'Posted 7/23/2015 11:36 AM'. The text of the observation is as follows: '11:12:33 AM - At the front of the room the smart board shows lists the learning goal and two learning objectives for the lesson', '11:21:08 AM - The teacher then asks students to briefly share their back ground knowledge.', '11:21:45 AM - A you tube video on the parts of a cell is shown.', and '11:31:25 AM - Mrs. S. asks the students to begin a new journal page and define the cell part terms and the job of each part.' Below this text, there is a section titled '3b. Using Questioning and Discussion Techniques'. At the bottom right of the page, there is a green button labeled 'Add Comment' with a blue arrow pointing to it.

Domain 2 Domain 3 Return

3a. Communicating with Students

- Expectations for Learning
- Directions and Procedures
- Use of Oral and Written Language

Margaret M. Schaffer Posted 7/23/2015 11:36 AM

11:12:33 AM - At the front of the room the smart board shows lists the learning goal and two learning objectives for the lesson

11:21:08 AM - The teacher then asks students to briefly share their back ground knowledge.

11:21:45 AM - A you tube video on the parts of a cell is shown.

11:31:25 AM - Mrs. S. asks the students to begin a new journal page and define the cell part terms and the job of each part.

3b. Using Questioning and Discussion Techniques

Add Comment

Formal Observation Process

Step 4 – Post Observation Questionnaire After you have had the opportunity to review, provide comments and submit your observation back to the administrator, you will complete the Domain 4 – **Post Observation Questionnaire** section. Once again, you are urged to refer to the Danielson Rubric when completing this section. Do not rely solely on the questions posed in this section. Be reflective and consider this section as a way to begin to plan your own professional development goals for the upcoming year. Use the data from your formal observations, walk-through evaluations, lesson planning etc. to begin to formulate your responses in this section.

Upon completion resubmit your observation to the administrator.

Formal Observation Process

The screenshot shows a web browser window with the URL <https://www.gaetep.com/teachers/MySupervisor/Engagement/Observations/Post-Task/13788/>. The page title is "Formal". The user is logged in as "SES, Teacher" and has access to "SLO", "Walkthroughs", "Observations", "Anecdotal Notes", and "82 Ratings". The main heading is "Post-Observation" with a "Return" button. A red arrow points to the "Submit Section" button. Below this are three sections for reflection and record-keeping:

- 4a. Reflecting on Teaching:**
What reflections caused you to design the lesson as you did? After the lesson, state whether the objectives have been met, specifically by whom, and how you know.
[Add Comment](#)
- 4b. Maintaining Accurate Records:**
How do you track student learning as it relates to this lesson?
[Add Comment](#)
- 4c. Communicating with Families:**
What specifically have you learned by communicating with families that impacted your planning of this lesson?
[Add Comment](#)

Step 5 – Self Assessment Rubric – You and the administrator will have the opportunity to determine the rubric score for each domain/subdomain category. Both the teacher and the administrator will also be able to site specific evidence or add additional comments under the comment section for each subdomain. Again, make sure you complete the self-assessment rubric for all four domains and for all of the sub-domains within each category. Upon completion of the **self-assessment** and the administrative evaluation, a post-observation meeting will be scheduled. Please make sure to complete the self-evaluation for each domain and subdomain.

Formal Observation Process

Formal Observation Process

Domain 1: Planning | Domain 2: Classroom Environment Instruction | Domain 3: Maintaining Accurate Records | Domain 4: Professional Responsibilities | Return to Observation | Submit All

Maintaining Accurate Records

Teacher Rating

| Failing | Needs Improvement | Proficient | Distinguished |
|---|---|--|---|
| The teacher's systems for maintaining both instructional and noninstructional records are either nonexistent or in disarray, resulting in errors and confusion. | The teacher's systems for maintaining both instructional and noninstructional records are rudimentary and only partially. | The teacher's systems for maintaining both instructional and noninstructional records are accurate, efficient and effective. | The teacher's systems for maintaining both instructional and noninstructional records are accurate, efficient, and effective, and students contribute to its maintenance. |

Principal Rating

| Failing | Needs Improvement | Proficient | Distinguished |
|---|---|--|---|
| The teacher's systems for maintaining both instructional and noninstructional records are either nonexistent or in disarray, resulting in errors and confusion. | The teacher's systems for maintaining both instructional and noninstructional records are rudimentary and only partially. | The teacher's systems for maintaining both instructional and noninstructional records are accurate, efficient and effective. | The teacher's systems for maintaining both instructional and noninstructional records are accurate, efficient, and effective, and students contribute to its maintenance. |

Add Comment

Source: Electronic Forms and Rubrics for Enhancing Professional Practice: A Framework for Teaching, by Charlotte Danielson, Alexandria, VA: ASCD, 2005. Used by permission. All rights reserved. Learn more about ASCD at www.ascd.org

Step 6 - The Post Observation Conference will be scheduled and the observation will be concluded.

Observation

Pre - Observation | Info | Status | Options

Pre - Observation Questionnaire | Started 7/16/2015 | Submitted 7/16/2015 | View edit

Pre - Observation Conference | Schedule Request | Send a schedule request for a Post-Observation Conference

Observation

Classroom Observation | View edit

Post - Observation

Post - Observation Questionnaire | Started 7/23/2015 | View edit

Self-Assessment Rubric | Started 7/23/2015 | View edit

Post - Observation Conference | View edit

Observation Summary Form | View edit

Authenticate

July 2015

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Designed & Powered by EduLink Inc. © 2012 | Version 3.3.53.13 | Terms of Use | Privacy Statement

During the post observation conference, the teacher and administrator will discuss strengths and areas for growth or improvement. During the conference, the team will compare rubric designations and define strengths and areas for improvement.

Two strengths and two areas of growth will be defined before the conference concludes. Next steps for continuous improvement will also be defined if applicable.

Formal Observation Process

The screenshot shows the 'Observation Summary' form in a web browser. The URL is <https://www.paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx>. The page has a blue header with navigation links: SLO, Walkthroughs, Observations, Anecdotal Notes, and 82 Ratings. The main content area is titled 'Observation Summary' and includes a 'Submit Summary' button. Below this is a table with six columns: Domain 1, Domain 2, Domain 3, Domain 4, 1a Content Knowledge, 1b Student Knowledge, 1c Setting Outcomes, 1d Resource Knowledge, 1e Coherent Instructions, and 1f Student Assessment. Each column has a dropdown menu. Below the table are three sections: 'Component Strengths of the Teacher's Practice (List no more than two components)', 'Component Areas for Growth in the Teacher's Practice (List no more than two components)', and 'Next Steps'. Each section has a 'Select One' dropdown and an 'Add Comment' button. At the bottom, there are 'Save Summary' and 'Return' buttons. The footer contains 'Designed & Powered by EduLink Inc. © 2012 Version 3.3.53.13', 'Terms Of Use', and 'Privacy Statement'.

Formal - Google Chrome

<https://www.paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx>

SLO | Walkthroughs | Observations | Anecdotal Notes | 82 Ratings

Observation Summary

Submit Summary

| Domain 1 | Domain 2 | Domain 3 | Domain 4 | 1a Content Knowledge | 1b Student Knowledge | 1c Setting Outcomes | 1d Resource Knowledge | 1e Coherent Instructions | 1f Student Assessment |
|----------|----------|----------|----------|----------------------|----------------------|---------------------|-----------------------|--------------------------|-----------------------|
| | | | | | | | | | |

Component Strengths of the Teacher's Practice (List no more than two components)

Select One | Select One

Component Areas for Growth in the Teacher's Practice (List no more than two components)

Select One | Select One

Next Steps

Add Comment

Add Comment

Add Comment

Save Summary | Return

Designed & Powered by EduLink Inc. © 2012 Version 3.3.53.13

Terms Of Use | Privacy Statement

Step 7 and 8 – Observation Summary and Authenticate - The teacher and administrator will log into the system and type in their name to authenticate and finalize this particular observation. They will review the **Observation Summary Form** and **Authenticate** the observation.

The screenshot shows the 'Authenticate Observation' form in a web browser. The URL is <https://www.paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx>. The page has a blue header with navigation links: RESOURCES, SUPPORT, MY OBSERVATIONS. The main content area is titled 'Authenticate Observation' and includes a 'Teacher Name' input field and 'Authenticate' and 'Return' buttons. The footer contains 'Designed & Powered by EduLink Inc. © 2012 Version 3.3.53.13', 'Terms Of Use', and 'Privacy Statement'.

Formal - Google Chrome

<https://www.paetep.com/delawarevalley/SupervisionManagement/Observations/Formal/tabid/13238/userid/52353/evalid/116079/Default.aspx>

RESOURCES | SUPPORT | MY OBSERVATIONS

My Observations > Observations > Formal

Teacher SES | Logout

SES, Teacher

SLO | Walkthroughs | Observations | Anecdotal Notes | 82 Ratings

Authenticate Observation

Teacher Name:

Authenticate | Return

Designed & Powered by EduLink Inc. © 2012 Version 3.3.53.13

Terms Of Use | Privacy Statement