



T U L S A

PUBLIC SCHOOLS

TLE Observation Form

Deans

2014-2015

<i>Domain</i>	<i>Dimension</i>	<i>Page</i>
Organization and Management	1. Discipline	2
	2. Building-wide Climate	2
	3. Record Keeping and Data Assessment	3
	4. Work Area Environment	3
Instructional Support	5. Building Safety and Security	4
	6. Monitors	4
Professional Growth & Continuous Improvement	7. Uses Professional Growth as an Improvement Strategy	5
	8. Exhibits Professional Behaviors and Efficiencies	5
Interpersonal Skills	9. Effective Interactions / Communications with Guardian(s)	5
	10. Effective Interactions / Communications with Students	6
	11. Effective Interactions / Communications with Faculty/Staff and Community Resources	6
Leadership	12. Leadership Involvements	7

Educator Name: _____ School Name _____

Evaluator Name: _____

	Obs. 1	Obs. 2	Obs. 3
Date			
Obs. Conf. Date			
Educator's Initials			
Observer's Initials			

#	Domain Indicator	<i>Indicator No.</i>	<i>Observer's Coding: 3, +, -, N/A, or N/O.</i>	Dimension
	3 — Effective		Obs. 1 Obs. 2 Obs. 3	
<i>Rubric's description of professional proficiency at a 3-Effective level.</i>				
<p>Note: <i>The observation rating should reflect the evaluator's intentional study and analysis of the teacher's classroom performance and other factors that quantify the impact of the educator—up to, and including, the date of the classroom observation.</i></p>				
Comments:				
<i>Insert comments, dates, observation notes, evidence collected to date, etc.</i>				

1	Domain: Organization and Management The Dean clearly defines expected student behavior.	Dimension: Discipline
	3 — Effective	Obs. 1 Obs. 2 Obs. 3
<i>Establishes standards of conduct and implements with consistency.</i>		
<i>Reiterates to ensure that students are aware of behavioral expectations.</i>		
<i>Stops inappropriate behavior promptly and consistently with an appropriate voice level / word choice.</i>		
Comments:		
<i>Insert comments, dates, observation notes, evidence collected to date, etc.</i>		

2	Domain: Organization and Management The Dean assures a contribution to building-wide positive climate responsibilities.	Dimension: Building Wide Climate
	3 — Effective	Obs. 1 Obs. 2 Obs. 3
<i>Regularly and routinely participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school.</i>		
<i>Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws, intended to keep students healthy and safe.</i>		
Comments:		
<i>Insert comments, dates, observation notes, evidence collected to date, etc.</i>		

3	Domain: Organization and Management	Dimension: Record Keeping/Data Assessment		
The Dean generates and maintains accurate records and analyzes data.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
<p>Records are consistent and accurate and are based on the district's discipline policy.</p> <p>Uses data from records to guide intervention strategies.</p> <p>Recognizes student progress or achievement.</p> <p>Is knowledgeable of IEP/Behavior Plan (IDEA) requirements as they relate to individual student needs and modifies as needed.</p> <p>Provides required feedback to student, roster teacher and/or parent</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

4	Domain: Organization and Management	Dimension: Work Area Environment		
The Dean optimizes the physical environment to assure efficacy.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
<p>The office is organized for providing order, cleanliness, safety and ease of traffic flow.</p> <p>Physical resources are well place in locations that enhance their functions and do not interfere with other functions.</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

5	Domain: Organization and Management	Dimension: School-wide Safety and Security		
The Dean utilizes the District Behavior Response Plan to ensure building safety and security.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
<p>Ensures all beginning and incoming students receive the Behavior Response Plan and Campus student handbook.</p> <p>Collects validation signatures that all students have received and reviewed the BRP and Student handbook.</p> <p>Administers student discipline consequences in accordance with the BRP</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

6	Domain: Instructional Support	Dimension: Monitors		
The Dean is visible during the school day and monitors common areas to maintain student safety and security.				
3 — Effective		Obs. 1	Obs. 2	Obs. 3
<p>When appropriate, moves to all areas of the school to promote and reinforce positive student behaviors.</p> <p>Uses different types of student response techniques, both individual / group.</p> <p>Uses student response techniques to increase positive behaviors.</p> <p>Student's understanding is evaluated by feedback.</p> <p>Uses wait time of 3-5 seconds (more for more complex questions) after voicing the question. This approach helps students formulate more thoughtful response and allows time for the student to consider positive behavior.</p>				
<p>Comments:</p> <p>Insert comments, dates, observation notes, evidence collected to date, etc.</p>				

7	Domain: Professional Growth and Continuous Improvement			
	Uses Professional Growth as a Continuous Improvement Strategy.			
3 — Effective	Obs. 1	Obs. 2	Obs. 3	
Participates in the required minimum hours of professional development updating their content knowledge and current professional practices.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

8	Domain: Professional Growth and Continuous Improvement			
	Exhibits behaviors and efficiencies associated with professionalism.			
3 — Effective	Obs. 1	Obs. 2	Obs. 3	
Exhibits consistent reliability-based behavior patterns as evidenced by punctuality and dependability; adhering to prescribed arrival and departure times; following notification and reporting procedures for absences; complying with reporting timelines and other time sensitive information / compliance requests.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

9	Domain: Interpersonal Skills			
	Effective Interactions and Communications with Families.			
3 — Effective	Obs. 1	Obs. 2	Obs. 3	
Interacts with families in a timely, consistent, positive and professional manner.				
Complies with school procedures for communicating with families and makes an effort to engage families in the educational program.				
Uses effective communication skills with families. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, positive and rarely requires further explanations.				
Collaborates appropriately and makes decisions that reflect genuine professional consideration.				
Comments:				
Insert comments, dates, observation notes, evidence collected to date, etc.				

10

Domain: **Interpersonal Skills**

Effective Interactions and Communications with Students.

3 — Effective

Obs. 1

Obs. 2

Obs. 3

Interacts with students in a timely, consistent, positive and professional manner.

Complies with school procedures for communicating with students and makes an effort to engage students in the educational program.

Uses effective communication skills with students. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, and positive and rarely requires further explanations.

Collaborates appropriately and makes decisions that reflect genuine professional consideration.

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.

11

Domain: **Interpersonal Skills**

Effective Interactions and Communications with Staff and Community.

3 — Effective

Obs. 1

Obs. 2

Obs. 3

Interacts with staff and community in a timely, consistent, positive and professional manner.

Complies with school procedures for communicating with staff/community and makes an effort to engage staff/community in the educational program.

Uses effective communication skills with students. Demonstrates communication skills (oral, written and nonverbal) that are clear, considerate, positive and rarely requires further explanations.

Collaborates appropriately and makes decisions that reflect genuine professional consideration.

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.

12

Leadership

3 — Effective

Obs. 1

Obs. 2

Obs. 3

Participates in school events when asked.

Participates in school and district projects when asked.

Finds ways to contribute to the profession and follows through.

Assumes a proactive role in addressing student needs.

Comments:

Insert comments, dates, observation notes, evidence collected to date, etc.