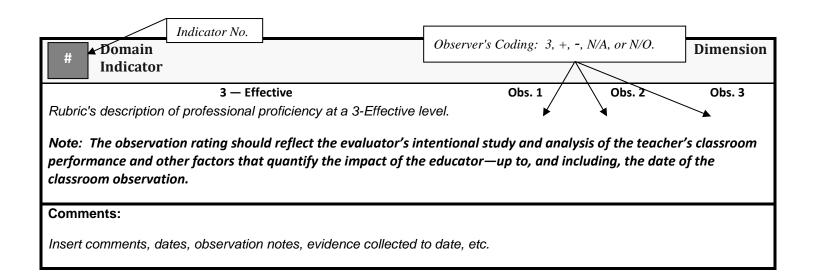


TLE Observation Form Staff Development Teachers 2014-2015

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Educator Name:		School Name	
Evaluator Name:			
	Obs. 1	Obs. 2	Obs. 3
Date			
Obs. Conf. Date			
Educator's Initials			
Observer's Initials			



Domain: Organization and Management Dimension: **Preparation** Staff Development Teacher plans development and delivery of assistance/ support/ professional developmnet relative to short and long term objectives. 3 — Effective Obs. 1 Obs. 2 Obs. 3 Plans for assistance/ support/professional development that provides teachers with resources/skills needed for implementation. Ensures materials/resources needed for training/meeting are prepared and available. Creates staff development opportunities for individuals, small groups, or large groups that model the use of effective planning and instructional techniques. Matches staff development opportunities to staff's professional development needs; adapts professional development in response to staff input. Comments: Insert comments, dates, observation notes, evidence collected to date, etc.

2 Domain: Organization and Management D	imension: Building W	ide Climate Re	sponsibilities
Staff Development Teacher contributes to bui	lding-wide climate.		
3 — Effective	Obs. 1	Obs. 2	Obs. 3
Regularly and routinely participates in school projects and initiatives that contribute to promoting orderly behavior throughout the school.	ət		
Follows the procedures, practices and guidelines outlined by the school district, state and federal laws, intended to keep students healthy and s			
Comments:			
Insert comments, dates, observation notes, evidence collected to	date, etc.		

3 Domain: Organization and Management	Dimension:	Work Area Env	vironment
Staff Development Teacher optimizes the environmen	t to assure e	fficacy in profe	ssional
learning/ support.			
3 — Effective	Obs. 1	Obs. 2	Obs. 3
Work area is organized for providing meeting opportunities, order, cleanliness, safety, and ease of traffic flow. Materials, resources, and information are available.			
Comments:			
Insert comments, dates, observation notes, evidence collected to date, etc.			

 4
 Domain: Organization and Management
 Dimension: Record Keeping and Data Assessment

 5
 Staff Development Teacher generates and maintains accurate records and analyzes data.

 3
 Obs. 1
 Obs. 2
 Obs. 3

Establishes a process for collecting, managing, and analyzing school data.

Uses appropriate school data from assessments to guide professional development.

Comments:

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

Domain: Instructional Effectiveness

Dimension: Establishes and Facilitates PLCs

Varies with staff to faster a sulture of collegiality in which teachers learn from one		Obs. 3
Vorks with staff to foster a culture of collegiality in which teachers learn from one nother and feel comfortable taking intellectual risks.		
ncourages PLC members to focus on student learning, teacher collaboration, and sing data as a guide.		
reates staff development opportunities for small or large groups with input from staff nd administration.		
Comments:		

6 Domain: Instructional Effectiveness Dimensio	on: Job-Embedded P	rofessional D	evelopment
Staff Development Teacher uses a variety of st	rategies to commur	nicate researc	h-based
practices for professional development.			
3 — Effective	Obs. 1	Obs. 2	Obs. 3
Provides instructional strategies.			
Uses coaching strategies to provide instructional support to professional	staff.		
Supports vertical and horizontal articulation efforts.			
Supports professional staff in developing and implementing instructiona strategies aligned with learning objectives.	I		
Assists professional staff in using formal and informal assessment format modify instruction.	ts to		
Regularly uses student data to inform instruction with professional staff.			
Comments:			
Insert comments, dates, observation notes, evidence collected to o	date, etc.		

7 Domain: Instructional Effectiveness	Dimension: Sup	port of Distri	ct Initiatives
Staff Development Teacher supports District Initia	atives.		
3 — Effective	Obs. 1	Obs. 2	Obs. 3
Demonstrates commitment to TPS priorities for staff development by providing training opportunities for professional staff aimed at student achievement.			
Supports the goals of the WISE plan with professional development.			
Uses practices and procedures that align with TPS vision, goals, policies, and regulations.			
Comments:			
Insert comments, dates, observation notes, evidence collected to date,	etc.		

8 Domain: Professional Growth and Continuous Improve	ement		
Dimension: G	rowing and	Developing Pi	rofessionally
Staff Development Teacher uses professional growth as an in	nprovemen	t strategy.	
3 — Effective	Obs. 1	Obs. 2	Obs. 3
Participates in the required hours of professional development updating their content knowledge and current professional practice.			
Seeks opportunities to enhance professional development through Staff Development Teacher training sessions.			
Comments:			
Insert comments, dates, observation notes, evidence collected to date, etc.			

Domain: Professional Growth and Continuous Improvement

Dimension: Exhibits Professional Behaviors and Efficiencies

Staff Development Teacher 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.			
Manages his/her own schedule to make efficient use of time.			
Meets professional obligations (submits paper work, reports, and responses			
to requests for information).			
Comments:			
Insert comments, datas, observation notes, ovidence collected to data, ata			
Insert comments, dates, observation notes, evidence collected to date, etc.			

9

3 — Effective	Obs. 1	Obs. 2	Obs. 3
Complies with school procedures for communicating with professional staff and makes an effort to engage them in PLC and professional development opportunities.			
nteracts with staff in a timely, consistent, positive, and professional manner using 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.			

Domain: Leadership	Dimension	: Leadership In	volvements
Staff Development Teacher uses professional growth a initiatives.	s evidence	of a focus on l	eadership
mitiatives.			
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.			