TULSA
PUBLIC SCHOOLS

TLE Observation Form
Staff Development Teachers
2014-2015

Educator Name:_____   School Name_____

Evaluator Name:_____

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

#	Domain Indicator			Dimension
	3 — Effective	**Obs. 1**	**Obs. 2**	**Obs. 3**

Rubric's description of professional proficiency at a 3-Effective level.

Note: 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.

Comments:

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

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1	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**	Dimension: **Building Wide Climate Responsibilities**

Staff Development Teacher contributes to building-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. Follows the procedures, practices and guidelines outlined by the school, district, state and federal laws, intended to keep students healthy and safe.			

Comments:

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

3	Domain: **Organization and Management**	Dimension: **Work Area Environment**

Staff Development Teacher optimizes the environment to assure efficacy in professional 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**

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

3 — Effective	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.

5	Domain: **Instructional Effectiveness**		Dimension: **Establishes and Facilitates PLCs**		

Staff Development Teacher establishes and facilitates Professional Learning Communities (PLCs) school-wide.

3 — Effective	Obs. 1	Obs. 2	Obs. 3
Works with staff to foster a culture of collegiality in which teachers learn from one another and feel comfortable taking intellectual risks.			
Encourages PLC members to focus on student learning, teacher collaboration, and using data as a guide.			
Creates staff development opportunities for small or large groups with input from staff and administration.			

Comments:

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

6	Domain: **Instructional Effectiveness**		Dimension: **Job-Embedded Professional Development**		

Staff Development Teacher uses a variety of strategies to communicate research-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 instructional strategies aligned with learning objectives.			
Assists professional staff in using formal and informal assessment formats to modify instruction.			
Regularly uses student data to inform instruction with professional staff.			

Comments:

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

7	Domain: **Instructional Effectiveness**		Dimension: **Support of District Initiatives**

Staff Development Teacher supports District Initiatives.

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 Improvement**

Dimension: **Growing and Developing Professionally**

Staff Development Teacher uses professional growth as an improvement 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.

9	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, dates, observation notes, evidence collected to date, etc.

| **10** | Domain: **Interpersonal Skills** | Dimension: **Effective Interactions/ Communications** |

Staff Development Teacher promotes a collaborative work environment.

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.			
Interacts 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.			

Comments:

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

| **11** | Domain: **Leadership** | Dimension: **Leadership Involvements** |

Staff Development Teacher uses professional growth as evidence of a focus on leadership initiatives.

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.