

### Observation Process

1. Administrator sends an email to the teacher with the date and time of the observation, including the pre-observation questions as an attachment.
2. Teacher completes the pre-observation form and emails back to the administrator within three school days prior to the pre-conference
3. Pre-conference is held and pre-observation form/lesson is discussed within 24 hours of receiving the pre-observation form.
4. Observation takes place and administrator gathers evidence
5. Teacher sends the completed post-observation form after the observation to the administrator via email within 24 hours
6. Administrator sends sorted/aligned evidence and rating to the teacher via email within 48 hours of the observation.
7. Post-conference is held within 24 hours of the teacher receiving the evidence and rating, where administrator has already provided the rating and the recommendations on the cover page
8. Cover sheet, domains 2/3 complete with all evidence, pre-observation form, and post-observation form are collected by administrator
9. Cover page is signed by both the administrator and the teacher
10. Signed packet is scanned by administrator and sent to Liz Ursillo in Personnel Office within 48 hours and administrators will have access to the documents to review prior to observing the teacher later in the year
11. Partially completed observation packages will be returned to administrator

Revised 10.11.12