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**North Okanagan Shuswap**

**School District 83**

**A Framework for Teaching:**

**FORMS for Formative Growth and Summative Evaluation of Teachers**

**2012-13**

**TABLE OF CONTENTS:**

**Form 1 – Formative: Growth Planning Summary**

**Form 2 – Formative: Personal Growth Plan**

**Form 3 – Summative: Teaching Report**

**Form 4 – Pre Observation Conference Form**

**Form 5 – Evidence Gathering Sheets**

**Form 6 – Post Conference Form**

***Note: These forms may be reproduced and altered to suit individual needs as required for either the formative or summative application of the “Framework for Teaching.”***

*FORM 1 -* **Formative Application: Growth Planning Summary**

|  |  |  |
| --- | --- | --- |
| Domain | Summary of Evidence | Growth Plan Ideas |
| Planning & Preparation |  |  |
| Classroom Environment |  |  |
| Instruction |  |  |
| Professional Responsibilities |  |  |

*FORM 2* - **Formative Application: Personal Professional Growth Plan**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| *Reflective Questions: What components of my practice do I want to work on?* | |
| *Areas for Growth* | *Strategies to be implemented* |
|  |  |
| *Resource Plan: What resources will I use? Who will support me in this plan?* | |

*FORM 3 -* **Summative Teaching Report for Evaluation Purposes (sample only):**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_ Grades &/or subjects taught:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Service: \_\_\_ in BC \_\_\_ Outside of BC

**Summary of Process:**

*Record dates of pre-meeting, number and nature of observations, post conferences:*

* *Hold a meeting to plan the process re. E.17.2 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *Criteria shared and reviewed with teacher*
* *Pre-Meeting prior to each lesson*
* *Observation notes recorded with reference to criteria.*
* *Post conference after each observation. Be sure to document these discussions. A written anecdotal statement* ***shall*** *be shared after each observation within a reasonable period of time.*
* *Prepare draft report and provide to teacher at least 48 hours prior to preparation of the final copy.* ***Opportunity provided to meet in the company of a third person to discuss draft within the 48 hour period.***
* *Final copy delivered to teacher.*

|  |
| --- |
| Summary: *(Record dates of Pre-meetings, observations and post-conferences*) |

**3.2 SUMMATIVE REPORT – Domain Summary Sheet**

**Domain 1 - Planning & Preparation:**

|  |
| --- |
| **Components: (List evidence for each)** |
| 1. *Designing Assessment* |
| 1. *Content Knowledge & Setting Outcome* |
| 1. *Knowledge of Students* |
| 1. *Pedagogy & Instructional Design* |

**3.3 SUMMATIVE REPORT – Domain Summary Sheet**

**Domain 2 - Classroom Environment:**

|  |
| --- |
| **Components: (List evidence for each)** |
| 1. *Classroom Culture* |
| 1. *Student Behaviour & Engagement* |
| 1. *Classroom Procedures* |
| 1. *Physical Space & Safety* |

**3.4 SUMMATIVE REPORT – Domain Summary Sheet**

**Domain 3 - Instruction:**

|  |
| --- |
| **Components: (List evidence for each)** |
| 1. *Communicating with Students* |
| 1. *Questioning & Discussion Techniques* |
| 1. *Engaging Students in Learning* |
| 1. *Using Assessment in Instruction* |
| 1. *Flexibility & Responsiveness* |

**3.5 SUMMATIVE REPORT – Domain Summary Sheet**

**Domain 4 - Professional Responsibilities:**

|  |
| --- |
| **Components: (List evidence for each)** |
| 1. *Communication* |
| 1. *Self Reflection & Growth* |
| 1. *Record Keeping* |
| 1. *Demonstrating Professionalism.* |

**3.6 Summative Statement:**

*“In accordance with SD #83 criteria, in my professional opinion the teaching and learning situation being provided by (this teacher ) is considered to be either Satisfactory OR Less than Satisfactory.”*

|  |
| --- |
| *Teacher Comments: (Optional)* |

**Signatures of Issuance and Receipt:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Teacher

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Form 4* - PRE-OBSERVATION CONFERENCE FORM**

***(Used to guide discussion)***

***From Lake Park Schools (http://w3.lphs.org/danielson/forms.html)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teacher: |  | | Administrator: |  | |
| Conference Date/Period: | |  | Observation Date/Period: | |  |

1. Describe your current unit of study.
2. What key learning activities have the students been engaged in to prepare for this lesson? What learning activities will follow this lesson?
3. Describe the learning environment in the class that will be observed. In general, how are the students performing and how do they interact with one another?

1. Do any students have special learning needs, and if so, what accommodations are available to them?
2. Describe the lesson that will be observed. What learning activities will the student engage in and what instructional strategies do you plan to use?
3. How will you assess the effectiveness of the lesson?
4. What possible challenges might students face during this lesson and how might you address these?
5. Are there elements of the lesson or your instructional practice on which you would like particular feedback from the observer?

***FORM 5.1* - EVIDENCE GATHERING SHEET: Domain 1 - Planning & Preparation**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**Observer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Components: | Evidence |
| **1.Designing Assessment**   1. student participation in developing assessment criteria (rubrics) 2. opportunities for student self-assessment 3. evidence of formative and summative assessment (assessment/instruction cycle) 4. assessment linked to instructional outcomes |  |
| **2. Content Knowledge & Setting Outcome**   1. knowledge of current curriculum and outcomes 2. clear learning intentions and expectations 3. connections to a sequence of learning (curriculum) 4. pre-requisite skills (teacher & student (and knowledge |  |
| **3. Knowledge of Students**   1. differentiation of instruction and meet individual student learning needs 2. knowledge of child development 3. awareness and understanding of student diversity (whole child) |  |
| **4. Pedagogy & Instructional Design**   1. opportunities for integration across content areas 2. a balance of teaching & learning strategies 3. evidence of current pedagogical approaches to how students learn 4. utilization of resources (Learning materials, colleagues & paraprofessionals) |  |

**5.2 EVIDENCE GATHERING SHEET: Domain 2 - Classroom Environment**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**Observer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Components: | Evidence |
| 1. **Classroom Culture** 2. Teacher interaction with students 3. Student interactions with other students 4. Expectations for learning and achievement 5. Student pride in work |  |
| 1. **Student Behaviour & Engagement** 2. Student behaviour is maintained through regular monitoring 3. Approaches are proactive 4. Students are engaged meaningfully and productively in learning and activities 5. Expectations and standards are clear, communicated and understood by students |  |
| 1. **Classroom Procedures** 2. Management of materials, supplies and non-instructional duties 3. Management of transitions 4. Management of instructional groups |  |
| 1. **Physical Space & Safety** 2. Safety and accessibility 3. Arrangement of furniture and use of physical resources |  |

**5.3 EVIDENCE GATHERING SHEET: Domain 3 – Instruction**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**Observer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Components: | Evidence |
| 1. **Communicating with Students** 2. Learning Intentions 3. Directions and procedures 4. Explanation of content 5. Use of oral and written language |  |
| 1. **Questioning & Discussion Techniques** 2. Quality of questions 3. Discussion techniques 4. Student participation |  |
| 1. **Engaging Students in Learning** 2. Activities and assignments 3. Grouping of students 4. Instructional materials and resources 5. Structure and pacing |  |
| 1. **Using Assessment in Instruction** 2. Establish assessment criteria with students 3. Monitoring of student learning 4. Provides descriptive feedback to students 5. Developing ownership of learning through: 6. student self-assessment and monitoring of progress 7. Peer Assessment |  |
| 1. **Flexibility & Responsiveness** 2. Lesson adjustment 3. Response to students 4. Persistence |  |

**5.4 EVIDENCE GATHERING SHEET: Domain 4 - Professional Responsibilities**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**Observer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Components: | Evidence |
| 1. **Communication** 2. Provides information to colleagues, support staff, volunteers, students, and families about:  * Programs * Practices * Individual Students |  |
| 1. **Self Reflection & Growth** 2. Self reflection 3. Learn from others 4. Use or do in future teaching 5. Willingness to risk and try new ideas |  |
| 1. **Record Keeping**   Keep records of:   1. Program 2. Practice 3. Individual Students |  |
| 1. **Demonstrating Professionalism.**   Deals with students, families and colleagues ethically and respectfully:   1. Uses appropriate, sensitive language & behaviour 2. Engages in professional development on an ongoing basis 3. Contributes to school culture and improvement. |  |

*FORM 6* **- POST-OBSERVATION CONFERENCE FORM**

***(Used to guide discussion, reflection)***

***From Lake Park Schools (http://w3.lphs.org/danielson/forms.html)***

|  |  |  |  |
| --- | --- | --- | --- |
| Teacher: |  | Administrator: |  |
| Conference  Date/Period: |  | Observation Date/Period: |  |

**Domain 1 and 4:**

1. In general, how successful was the lesson? Did the students learn what you intended for them to learn? How do you know?
2. Did you depart from you plan? If so, how and why?
3. If you had a chance to teach this lesson again to the same group of students, what would you do differently?

**Domain 2:**

1. Comment on your classroom procedures, student conduct, and your use of physical space. To what extent did those contribute to student learning?

**Domain 3:**

1. If you were able to bring samples of student work, what do those samples reveal about those students’ levels of engagement and understanding?

2. Comment on different aspects of your instructional delivery (e.g., activities, grouping of students, materials, and resources.) To what extent were they effective?