

JPPSS Compass Observation Guidance 2014-2015

Note: *Evaluator adherence to policies and deadlines listed below will be taken into account for Leader ratings in his/her observation(s) for Component 3a: Observes teachers and provides feedback on instruction regularly.*

Observations: Formal and Informal

Every Compass employee must have at least one (1) **formal** observation and one (1) **informal** observation documented in the Compass Information System (CIS), including employees who were hired late or on leave during a portion of the year. If an employee is hired after April 1, 2015, they are not required to have two observations in CIS.

Formal Observations

- A **Formal Observation** is a scheduled observation and consists of a pre-observation conference, an observation, and a post-observation conference.
- The pre-conference must take place no more than five (5) school days before the observation is conducted. The date of this conference must be noted in CIS.
- During the pre-conference, you should review the teacher's lesson plan for the date you will be observing him/her, and you should ask questions that will help you clarify what you should expect to see during that time. You may elect to ask the teacher to provide additional artifacts for review (unit plans, assessments, etc.).
- The post-conference must take place no more than five (5) school days after the observation is conducted. The date of this conference must be noted in CIS.
- Observation notes must be entered and submitted in CIS no more than ten (10) school days after the observation is conducted. You should also print the observation report from CIS and have the teacher sign it as additional documentation that feedback was provided.
- The feedback delivered, both orally and in writing, must reflect rationale for the employee's score in each of the observations component, as well as overall strengths and areas for improvement. All employees must also receive next steps to further advance their practice.

Informal Observations

- An **Informal Observation** is an unscheduled observation. Given this, there should not be a pre-observation conference.
- Evaluators may elect to give teachers a window of time that they can expect their informal observation to take place. (Example: Evaluators may choose to share that all K and 1st grade teachers will be observed in January).
- After conducting the informal observation, evaluators may choose to gather additional artifacts from the teacher (lesson plans, etc.) to ensure observation ratings include the full scope of a teacher's instruction.
- Evaluators may choose to have a post-observation conference after the informal observation, but it is not required.
- Observation notes must be entered and submitted in CIS no more than ten (10) school days after the observation is conducted. You should also print the observation report from CIS and have the teacher sign it as additional documentation that feedback was provided.

Observation Windows and Deadlines

These observation windows apply to all Compass employees, including Leaders.

- Formal observations can begin on **9/2/14** and must be completed by **12/12/14**.
- All formal observation data must be entered into CIS by **1/9/15**.
- Informal observations can begin on **1/9/15** and must be completed by **4/17/15**.
- All informal observation data must be entered into CIS by **5/1/15**.

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Observation Rubrics

Use the rubrics below for each employee type. All rubrics can be found on the Instructional Performance Resource page under Observation Rubrics and Resources.

- **Teachers: Compass Teacher Rubric**
 - Teachers must be observed and rated on all components for both the formal and informal evaluations.
- **Counselors: Compass Counselor Rubric**
 - Counselors must be observed and rated on all components for both the formal and informal evaluations.
- **Librarians: LASL Librarian Rubric**
 - To utilize this rubric, librarians must be marked as “Other” in CIS. Because of this, you will not be able to record individual observation scores in CIS and will need to keep hard copy records of both librarian observations. An optional template for you to use for this is also provided on the website. You must submit copies of your librarian observations to your Compass contact by the end of each observation window.
 - Should a librarian prefer to be rated on the Compass Teacher rubric, their evaluator must send written consent from the librarian to the Compass contact. These librarians will be marked as “Teachers” in CIS.
- **Leaders: Compass Leader Rubric**
 - Leaders must be observed and rated on all components for both the formal and informal evaluations.
 - If you have a leader at your school whose responsibilities do not fully align to all of the Domains of the Leader rubric, reach out to your Compass contact for approval to rate them on only two of the Domains.
 - If approved, you will be able to rate this Leader on Domain I and *either* Domain II: School Culture (all components) *or* Domain III: Instruction (all components).

Observation Notes in CIS

Follow the steps below to enter observations into CIS. You should have the appropriate rubric handy while entering your observation notes to ensure you are assigning ratings accurately.

- Select the employee name. Then, click on the “Observation” tab in the top row of tabs.
- In the second row of tabs, click “Conduct.” Then, click the “Add” button to begin.
- So that you can save your observation periodically, complete all boxes with a red star (*) first, including the “Scoring” box at the bottom of the page, where you must click “Average Components Ratings.”
- All components must be rated and have comments in the “Feedback” section. Evaluators must also complete the “Areas of Strength,” “Areas for Improvement,” and “Next Steps” sections.
- If you choose, you may upload your scripting notes or other documents/evidence by attaching them at the bottom of the page.
- Once you have completed the observation, click “Submit,” which makes the observation viewable to the employee. This step must be taken within ten (10) days of completing the observation.
- Special Cases:
 - **Leaders** who are approved to be rated on only two Domains must have “No Rating” marked for all components of the Domain that is not being scored.
 - For **Librarians** who are rated on the LASL rubric, observation notes must be attached in CIS. In the “Scoring” box, the evaluator will click “Assign Overall Observation Rating” and must enter the average of all component scores in the accompanying box.