

Informal Observations

An informal observation is an unannounced visit of any length. An informal observation may occur at any time during the school day.

Not all evaluators will use informal observations; however, you should be aware of what you can do after you have been informally observed.

AFTER YOUR INFORMAL OBSERVATION:

Though it is not required, if you choose, you may request a meeting with your observer after any informal observation.

Only written feedback from an informal observation may be included in your summative evaluation. If it's not in writing, then it cannot be included in your summative evaluation.

QUESTIONS?

Contact:

- Your NUEA Building Representative
- President Dan Iverson (president@nuea203.org),
- Carol Higgins (vp1@nuea203.org)
- Jen Smith (highschool@nuea203.org)



**NAPERVILLE UNIT
EDUCATION ASSOCIATION
WWW.NUEA203.ORG**

Navigating Your Certified Staff Evaluation

revised Spring 2019

Includes information about evaluation guidelines outlined by the Performance Evaluation Reform Act (PERA), as well as advice for making the most of your pre-observation, post-observation, and summative conferences.



Formal Observations

BEFORE YOUR PRE-OBSERVATION:

- Review Charlotte Danielson's Framework for Teaching (2013). Familiarize yourself with the rubric language and the critical attributes.
- Consider the following: How will you demonstrate evidence in each of the domain categories with this particular group of students? This evidence should be documented in your lesson plans and in your pre-observation documents.
- Have a conversation with your evaluator. Ask the following questions:
 - What do you expect to see for each of the domains?
- What does evidence of each domain look like to you?
 - How would you like me to provide evidence of domain categories that may not be directly stated in my lesson plans?
 - How would you like me to provide evidence of domain categories that may not be directly evident when you are in my classroom?
- Log on to TalentEd and review the required evaluation forms. (Note: you are not required to complete any additional forms beyond what is listed on TalentEd.)

DURING YOUR PRE-OBSERVATION:

- Explain your progress toward the goals you set at the beginning of the year. Be sure to provide evidence of your progress.
- Consider each of the domains. In your pre-observation paperwork, refer directly to domain language. Don't be afraid to quote Danielson directly. Be prepared to provide evidence in your pre-observation documents
- Refer to the pre-observation document; take the time to answer all questions with as much clarity and detail as possible. Be sure to use domain language where appropriate.
- Bring concrete evidence. By law, evaluators can only comment on what they see when they write up their notes on teacher observations.
- Provide your evaluator with documentation representing all four domains, such as planning guides, student records, classroom management plans, and team meeting notes.

DURING YOUR OBSERVATION:

- Evaluators should be on time; by law, they must stay for either a full lesson or for at least 45 minutes.
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DURING YOUR POST-OBSERVATION:

- Your post-observation conference should occur within ten (10) working days of your observation.
 - If you are asked to provide a reflection statement prior to the post-observation conference, you are within your rights to request your evaluator's written feedback prior to the post-observation conference.
 - If no paperwork is requested prior to the post-observation conference, then both parties may discuss their reflections together at the time of the conference.
 - Evaluators cannot use hearsay in their observation feedback.
 - Read the written feedback carefully. Compare your written feedback to the language on the domain rubrics.
 - If you disagree with the written feedback, compare the written feedback to the evidence that you have gathered before, during, and after your observation.
 - If you still disagree, you may write a rebuttal. This rebuttal must be submitted within ten (10) working days, and will be attached to your official observation documents (see contract section 4.3).
 - You may request an additional observation.
 - If you are in danger of receiving a "Needs Improvement" or an "Unsatisfactory" summative rating, your evaluator is required to observe you one more time. You should also contact your NUEA Building Rep or our NUEA UniServ Director.
 - Remember: signing a summative evaluation form only indicates that you have received it, not that you agree with it.
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