

West Virginia Board of Education  
Policy 5310  
**TEACHER OBSERVATION/DATA COLLECTION**

Teacher's Name \_\_\_\_\_ Grade Level/Subject \_\_\_\_\_

School \_\_\_\_\_ Date/Time \_\_\_\_\_

Definition of Observation: The process of collecting data on the employee's job performance.

Directions: Data used for evaluation purposes must be documented on this form.

*The first observation shall occur on or before November 1*

<b><i>I. PROGRAMS OF STUDY</i></b>	<b><i>COMMENTS:</i></b>
<p>Provides a curricula required by state of West Virginia.</p> <ul style="list-style-type: none"> <li><b>*A. BASES INSTRUCTION ON ADOPTED CURRICULA FOR THE SCHOOL.</b></li> <li><b>*B. DEMONSTRATES ACCURATE AND CURRENT KNOWLEDGE IN SUBJECT FIELD.</b></li> <li>C. Develops appropriate lessons to teach instructional objectives.</li> <li><b>*D. EMPLOYS A VARIETY OF INSTRUCTIONAL STRATEGIES TO AUGMENT ACHIEVEMENT.</b></li> <li>E. Utilizes content scope and sequence in planning.</li> </ul>	
<b><i>II. CLASSROOM CLIMATE</i></b>	<b><i>COMMENTS:</i></b>
<p>Provides an atmosphere conducive to learning consistent with school/county mission.</p> <ul style="list-style-type: none"> <li><b>*A. FOLLOWS ESTABLISHED SCHOOL DISCIPLINE PROCEDURE WHICH INCLUDE THE WV STUDENT CODE OF CONDUCT.</b></li> <li><b>*B. ESTABLISHES PROCEDURES AND RULES THAT ENHANCE LEARNING.</b></li> <li>C. Encourages students' attendance.</li> <li><b>*D. SETS HIGH POSITIVE EXPECTATIONS FOR STUDENT PERFORMANCE.</b></li> <li><b>*E. ENCOURAGES AND ACKNOWLEDGES INDIVIDUAL STUDENTS' ACCOMPLISHMENTS AND APPROPRIATE BEHAVIOR.</b></li> <li><b>*F. TREATS STUDENTS IN A FAIR AND EQUITABLE MANNER.</b></li> <li><b>*G. ACCOMMODATES INDIVIDUAL LEARNING DIFFERENCES.</b></li> <li><b>*H. CREATES AND MAINTAINS AN ENVIRONMENT THAT SUPPORTS LEARNING.</b></li> <li><b>I. COMMUNICATES WITH PARENTS.</b></li> </ul>	

\* **PERFORMANCE CRITERIA IN BOLD PRINT MAY BE DOCUMENTED DURING OBSERVATION OF INSTRUCTION.** Criteria in lower case print may be observed or documented by other means.

Organizes teaching strategies to maximize the use of allocated instructional time to increase student learning.

- \*A. PREPARES AND IMPLEMENTS LESSON PLANS.**
- \*B. BEGINS LESSON OR INSTRUCTIONAL ACTIVITY WITH A REVIEW OF PREVIOUS MATERIALS AS APPROPRIATE.**
- \*C. HAS MATERIALS, SUPPLIES AND EQUIPMENT READY AT THE START OF THE LESSON OR INSTRUCTIONAL ACTIVITY.**
- \*D. INTRODUCES THE INSTRUCTIONAL ACTIVITY AND SPECIFIES INSTRUCTIONAL OBJECTIVES.**
- \*E. DIRECTS AND ADEQUATELY SUPERVISES STUDENTS TO BE ON TASK QUICKLY AT THE BEGINNING OF EACH INSTRUCTIONAL ACTIVITY.**
- \*F. PRESENTS READING, WRITING, SPEAKING, AND LISTENING STRATEGIES USING CONCEPTS AND LANGUAGE WHICH STUDENTS UNDERSTAND.**
- \*G. PROVIDES RELEVANT EXAMPLES AND DEMONSTRATIONS TO ILLUSTRATE CONCEPTS AND SKILLS.**
- \*H. ASSIGNS DEVELOPMENTALLY APPROPRIATE TASKS.**
- \*I. PROVIDES INSTRUCTIONAL PACING THAT ENSURE STUDENT UNDERSTANDING.**
- \*J. MAXIMIZES STUDENT TIME-ON TASK.**
- \*K. MAKES EFFECTIVE TRANSITIONS BETWEEN INSTRUCTIONAL ACTIVITIES.**
- \*L. SUMMARIZES THE MAIN POINT(S) OF THE INSTRUCTIONAL ACTIVITY.**
- \*M. ENCOURAGES STUDENTS TO EXPRESS IDEAS CLEARLY AND ACCURATELY.**
- \*N. INCORPORATES HIGHER LEVEL THINKING SKILLS.**
- \*O. ASSISTS STUDENTS TO DEVELOP PRODUCTIVE WORK HABITS AND STUDY SKILLS.**
- \*P. PROVIDES REMEDIATION ACTIVITIES FOR STUDENTS.**
- Q. DESIGNS, DELIVERS, AND ASSESSES STUDENT LEARNING ACTIVITIES ADDRESSING THE STATE ADOPTED INSTRUCTIONAL GOALS AND OBJECTIVES.**
- R. INTEGRATES A VARIETY OF TECHNOLOGY APPLICATIONS AND LEARNING TOOLS TO AUGMENT STUDENT ACHIEVEMENT.**

**IV. STUDENT PROGRESS**

**COMMENTS:**

Gathers, stores, and monitors data related to student learning for use in assessing progress toward achieving the instructional objectives.

- A. Follows grading policies and regulations.
- B. Maintains accurate and complete student records.
- \*C. MONITORS AND EVALUATES STUDENT PROGRESS.**
- D. Provides feedback on student work.
- E. Monitors student attendance.

**V. COMMUNICATION**

**COMMENTS:**

Communicates with students, parents, educational personnel, and others. Utilizes standard grammar, listening skills, and clarity in the presentation of ideas.

- A. Communicates student progress according to established procedures and policies.
- B. Communicates regularly and effectively with students, co-workers, parents/guardians, and community and exhibits appropriate interactive skills.
- C. Follows confidentiality procedures regarding students, parents/guardians, and fellow staff members.
- \*D. SPEAKS AND WRITES STANDARD ENGLISH CLEARLY, CORRECTLY, AND DISTINCTLY.**
- E. Determines and utilizes appropriate community resources.

**VI. PROFESSIONAL WORK HABITS**

**COMMENTS:**

Demonstrates behavior which reflects established professional responsibilities (i.e. attendance, punctuality, and verbal/nonverbal communication).

- A. Adheres to established laws, policies, rules, and regulations.
- B. Interacts appropriately with other students, educational personnel, and parents.
- C. Participates in activities which foster professional growth.
- D. Is punctual with reports, grades, records, and in reporting to work.
- E. Performs assigned duties.
- F. Strives to meet county/school goals.
- G. Commands respect by example in appearance, manners, behavior, and language.

VII. **TECHNOLOGY STANDARDS**  
(Effective July 1, 2003)

*COMMENTS:*

Demonstrates competency and knowledge in the implementation of technology standards identified by the West Virginia Board of Education policies which are based on the International Society for Technology in Education (ISTE) Standards.

- A. Demonstrates a sound understanding of technology operations and concepts.**
- B. Plans and designs effective learning environments and experiences supported by technology.**
- C. Implements curriculum plans that include methods and strategies for applying technology to maximize student learning.**
- D. Applies technology to facilitate a variety of effective assessment and evaluation strategies.**
- E. Uses technology to enhance productivity and professional practice.**
- F. Understands the social, ethical, legal and human issues surrounding the use of technology in PreK-12 schools and applies that understanding in practice.

Signing this observation form indicates only that the employee has had an opportunity to confer with the evaluator regarding its contents.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date