



Marshall Public Schools (MPS)

Teacher Observation | Suggested Procedures

1. Administration observes teacher.

- What this looks like may vary by position or preference.
- Administrators use the online evaluation system provided by the District for formal observations.
- Please check to see that the teacher you are observing evaluating is in the online system and assigned to you [at least the] before the day of the evaluation. See Jeremy if you need assistance.
- MPS uses a “Super 7” from the Charlotte Danielson framework. The Super 7 are identified and discussed/shared with teaching staff each school year.

2. Administrator completes the observation paperwork within 3-5 days of the observation.

- If a teacher receives a proficiency rating of less than 1.5 in a particular domain on an annual evaluation or on a summative evaluation, they will receive a corrective action plan.
- Administrator will notify the director of teaching and learning and/or the superintendent if a corrective action plan is put in place.

3. Administrator schedules a post-observation meeting with the teacher.

- A “preliminary draft” of the observation evaluation form may be sent, so the teacher may preview it prior to a post-observation meeting.

4. Administrator and teacher meet to discuss the observation.

- The post-observation meeting should occur within 5-7 school days of the observation.

5. Teacher and administrator sign the observation report that includes the final observation score written on the sheet.

- A date should be included by the signatures.
- A paper copy may be routed to building administrative assistant. This may vary by building.

6. Administrator records observation date, post-observation conference date, and observation score on evaluation spreadsheet.

- This documentation should be done immediately following the finalization of the observation form.

7. Final paper document is sent to Jeremy.

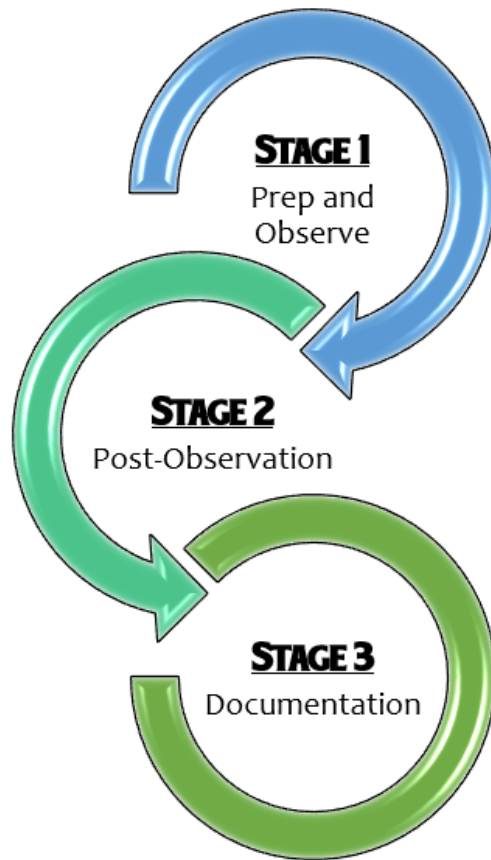
- This copy of the observation form is put in the staff member’s personnel file.

** An evaluation is not complete until there has been a post-observation meeting, the observation form has been signed by both the administrator and the teacher, all information is entered into the evaluation spreadsheet, and a copy is sent to Jeremy to be filed in the personnel file.*

** Additional information on the MPS evaluation process can be found in the Marshall Public Schools’ Teacher Development, Evaluation, and Peer Support Handbook.*



Marshall Public Schools (MPS) Teacher Observation | Suggested Procedures



- Pre-observation tasks and communication
- Administrator observes the teacher
- Preliminary observation paperwork completed (within 3-5 days)

- Schedule post-observation with teacher – preliminary draft of evaluation form may be sent to teacher
- Meet for post-observation (within 5-7 days)
- Teacher and administrator sign observation report, which includes final observation score

- Administrator records observation date, post-observation conference date, and observation score on evaluation spreadsheet
- Paper copy of observation form is sent to Jeremy