



**West Windsor-Plainsboro
Informal I Observation
2010-2011**

Specialist: _____	Grade Level: _____
School(s): _____	Content Area: _____
Evaluator: _____	School Year: _____
Date of Observation: _____	Period of Observation: _____

Planning and Preparation:

1a: Demonstrating knowledge of current trends in specialty area and professional development	
Description:	_____
Evidence:	_____
1b: Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program	
Description:	_____
Evidence:	_____
1c: Establishing goals for the instructional support program appropriate to the setting and the teachers served	
Description:	_____
Evidence:	_____
1d: Demonstrating knowledge of resources, both within and beyond the school and district	
Description:	_____
Evidence:	_____
1e: Planning the instructional support program, integrated with the overall school program	
Description:	_____
Evidence:	_____
1f: Developing a plan to evaluate the instructional support program	

Mission Statement: *Valuing our tradition of excellence, develop all of our students as passionate, confident, lifelong learners who have competence and strength of character to realize their aspirations and thoughtfully contribute to a diverse and changing world.*

Description:	
Evidence:	

Environment:

2a: Creating an environment of trust and respect	
Description:	
Evidence:	
2b: Establishing a culture for ongoing instructional improvement	
Description:	
Evidence:	
2c: Establishing clear procedures for teachers to gain access to instructional support	
Description:	
Evidence:	
2d: Establishing and maintaining norms of behavior for professional interactions	
Description:	
Evidence:	
2e: Organizing physical space for workshops or training	
Description:	
Evidence:	

Delivery of Service:

3a: Collaborating with teachers in the design of instructional units and lessons	
Description:	
Evidence:	
3b: Engaging teachers in learning new instructional skills	
Description:	
Evidence:	
3c: Sharing expertise with staff. This could include teaching model lessons, presenting workshops, and facilitating study groups.	
Description:	
Evidence:	
3d: Locating resources for teachers to support instructional improvement	
Description:	
Evidence:	
3e: Demonstrating flexibility and responsiveness	
Description:	
Evidence:	

Summary and Recommendations:
