

## OBSERVATION INFORMATION

All observations must include:

- \*Pre-Observation Conference Process
- \*Observation Instrument
- \*Post-Observation Conference Planning Guide

### **Required Observation: FPMS Initial Screening Observation** (Observation Information & SSOI)

- ◆ Must be completed by the principal or building administrator
- ◆ Must be completed within the first 45 days of hire
- ◆ Must include the teacher's and the observer's signatures
- ◆ Must be at least 30 minutes in length
- ◆ Must include the following:
  - ◆ Pre-Observation Conference Process form
  - ◆ Observation Information form
  - ◆ Observation Instrument (SSOI)
  - ◆ Post-Observation Conference Planning Guide form

### **Optional Formative Observations:**

**The following observations may be completed by mentors trained in FPMS:**

- a. FPMS DOMAIN 1.0: Instructional Planning
- b. FPMS DOMAIN 2.0: Management of Student Conduct
- c. FPMS DOMAIN 3.0: Instructional Organization and Development
- d. FPMS DOMAIN 4.0: Presentation of Subject Matter
- e. FPMS DOMAIN 5.0: Communication – Verbal and Nonverbal
- f. FPMS DOMAIN 6.0: Testing – Student Preparation, Administration, and Feedback

**The following observations may be completed by mentors trained in C.E.T.:**

- a. C.E.T. - Selected Verbatim
- b. C.E.T. - Verbal Flow
- c. C.E.T. - At-task
- d. C.E.T. - Classroom Traffic
- e. C.E.T. - Anecdotal

### **Required Observation for Action Plan 2 and 3: FPMS Final Summative Observation** (Observation Information & SSOI)

- ◆ Must be completed by the principal or building administrator
- ◆ Must be completed prior to the last 10 days of the academic year
- ◆ Must include the teacher's and the observer's signatures
- ◆ Must be at least 30 minutes in length
- ◆ Must include the following:
  - ◆ Pre-Observation Conference Process form
  - ◆ Observation Information form
  - ◆ Observation Instrument (SSOI)
  - ◆ Post-Observation Conference Planning Guide form

*Note: School psychologists/guidance counselors will use instruments that have been developed by the Department of Education. Contact your cadre for these forms.*

## **Instructions for Completion of Initial Screening/Final Summative Paperwork**

1. A pre-observation conference will be scheduled with the appropriate administrator.
2. Novice teacher will complete the Pre-Observation Conference Process form prior to meeting.
3. Novice teacher will fill in “Teacher’s Name” and “School Name” on the Observation Information form.
4. During the pre-observation conference the novice teacher will share his/her lesson plan and final decisions will be made concerning date and time of the scheduled observation.
5. The observing administrator will complete the remainder of information on the Observation Information form and the SSOI form during the observation itself.
6. A post-observation conference will be scheduled between the novice teacher and the observing administrator. It is recommended that this post-observation conference occur within 3 days of the observation but not on the day of the observation itself.
7. During the post-observation conference the observing administrator will fill in the Post-Observation Conference Planning Guide. Both the novice teacher and the principal will sign the Observation Information form.

**PRE-OBSERVATION CONFERENCE PROCESS**

**Circle one: Initial Screening/Final Summative**

Participant's Name \_\_\_\_\_

Subject \_\_\_\_\_ Date \_\_\_\_\_

Observer's Name \_\_\_\_\_

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**Procedures:**

\_\_\_ Identify lesson objective:

\_\_\_ Identify area of knowledge (Refer to Planning Data Form in Domain 1.0.):

- \_\_\_ Concept
- \_\_\_ Law/Law-like Principle
- \_\_\_ Academic Rule
- \_\_\_ Value Judgment

\_\_\_ Identify relevant classroom information:

- a.) Classroom discipline:
- b.) Management of materials:
- c.) Questioning techniques:
- d.) ESE students:
- e.) Other:

\_\_\_ Identify/review areas of focus:

- a.) Observation instrument:

\_\_\_ Agree on observation time and logistics:

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**Sequence of Instructional Activities**

(To be completed by the T.I.P. participant prior to pre-observation conference)

Indicate: **T** = Teacher Activity

**S** = Student Activity

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Additional space may be required.

**OBSERVATION INFORMATION (PLEASE PRINT)**

**Teacher's Name:**

\_\_\_\_\_  
(Last) (First) (Middle)

District Name: \_\_\_\_\_ Duval \_\_\_\_\_ Number: 0 1 6  
School Name: \_\_\_\_\_ Number: 3 \_\_\_\_\_

**Observer's Name:**

\_\_\_\_\_  
(Last) (First) (Middle)

**Position:**  1. Principal  2. Other Administrator

**Class:** \_\_\_\_ \_\_\_\_ Grade Level (Specify one level only - For Adult Education, Mark Level 13  
For Kindergarten or Preschool, Mark 00  
For multi-grade, Mark Level MG)

**Subject Area Observed:** \_\_\_\_\_

**Observation Information:** Date: \_\_\_\_ \_\_\_\_ / \_\_\_\_ \_\_\_\_ / \_\_\_\_ \_\_\_\_

**Time Observation Begins:** \_\_\_\_ \_\_\_\_ : \_\_\_\_ \_\_\_\_ **Observation Ends:** \_\_\_\_ \_\_\_\_ : \_\_\_\_ \_\_\_\_

**Test Begins:** \_\_\_\_ \_\_\_\_ : \_\_\_\_ \_\_\_\_ **Test Ends:** \_\_\_\_ \_\_\_\_ : \_\_\_\_ \_\_\_\_

**Type of Classroom/Facility in Which the Observation Occurred:**

- 1. Regular Classroom - Self-contained, Open, Pod
- 2. Laboratory or Shop
- 3. Field, Court, or Gymnasium
- 4. Media Room or Library

**Total Number of Students in Class** \_\_\_\_ \_\_\_\_

**Type of Observation:**

- |                       |                             |                             |                             |                             |
|-----------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Screening Observation | <input type="checkbox"/> 1. | <input type="checkbox"/> 2. | <input type="checkbox"/> 3. | <input type="checkbox"/> 4. |
| Summative Observation | <input type="checkbox"/> 1. | <input type="checkbox"/> 2. | <input type="checkbox"/> 3. | <input type="checkbox"/> 4. |

**Methods Used in the Observed Lesson:**

- Lecture  Interaction/Discussion  Independent Study/Lab or Shop Work

**Sign during post-observation conference:**

**Teacher's Signature:** \_\_\_\_\_

**Observer's Signature:** \_\_\_\_\_

\*Send completed copy to Professional Development within 10 days of observation.

Teacher Name \_\_\_\_\_

Date \_\_\_\_\_

Florida Department of Education  
 DIVISION OF HUMAN RESOURCE DEVELOPMENT  
 FLORIDA PERFORMANCE MEASUREMENT SYSTEM  
 SCREENING/SUMMATIVE OBSERVATION INSTRUMENT

Number of Students Not Engaged

1  2  3  4

DOMAIN		TOTAL FREQ.	FREQUENCY	FREQUENCY	TOTAL FREQ.		
3.0 INSTRUCTIONAL ORGANIZATION AND DEVELOPMENT	1. Begins instruction promptly					1. Delays	
	2. Handles materials in an orderly manner					2. Does not organize materials systematically	
	3. Orients students to class work/maintains academic focus					3. Allows talk/activity unrelated to subject	
	4. Conducts beginning/ending review					4.	
	5. Questions: academic comprehension/ lesson development	a. single factual (Domain 5)					5. a. Allows unison response
		b. requires analysis/reasons					b. Poses multiple questions asked as one
							c. Poses nonacademic questions/nonacademic procedural questions
	6. Recognizes response/amplifies/gives correct feedback					6. Ignores student or response/expresses sarcasm, disgust, harshness	
	7. Gives specific academic praise					7. Uses general, nonspecific praise	
	8. Provides for practice					8. Extends discourse, changes topic with no practice	
9. Gives directions/assigns/checks comprehension of homework, seatwork assignments/gives feedback					9. Gives inadequate direction on homework/no feedback		
10. Circulates and assists students					10. Remains at desk/circulates inadequately		
4.0 PRESENTATION OF SUBJECT MATTER	11. Treats concepts-definitions/attributes/examples/nonexamples					11. Gives definition or examples only	
	12. Discusses cause-effect/uses linking words/applies law or principle					12. Discusses either cause or effect only/uses no linking word(s)	
	13. States and applies academic rule					13. Does not state or apply academic rule	
	14. Develops criteria and evidence for value judgment					14. States value judgment with no criteria or evidence	
5.0 COMMUNICATION VERBAL AND NONVERBAL	15. Emphasizes important points					15.	
	16. Expresses enthusiasm verbally/challenges students					16.	
	17.					17. Uses vague/scrambled discourse	
	18.					18. Uses loud, grating, high-pitched, monotone, or inaudible talk	
	19. Uses body behavior that show interest-smiles, gestures					19. Frowns, deadpan or lethargic	
2.0 MANAGEMENT OF STUDENT CONDUCT	20. Stops misconduct					20. Delays desist/doesn't stop misconduct/desists punitively	
	21. Maintains instructional momentum					21. Loses momentum-fragments nonacademic directions, over dwells	

Observer's Notes: \_\_\_\_\_

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 Department of State  
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# POST-OBSERVATION CONFERENCE PLANNING GUIDE

Circle one: Initial Screening/Final Summative

Participant's Name \_\_\_\_\_

Date \_\_\_\_\_ Observer \_\_\_\_\_

**A. Behaviors to maintain/increase:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**B. Behaviors to reduce/eliminate:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C. Activities/Strategies:**

**Person Responsible:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- C.E.T. observation
- Temporary Duty Elsewhere (TDE)
- Collegial observation
- View video: \_\_\_\_\_
- Other: \_\_\_\_\_

Date of next conference: \_\_\_\_\_

Date of next observation: \_\_\_\_\_