

# Sample Teacher Observation Plan for Single Appraiser District

## YEARLONG TEACHER OBSERVATION PLAN

This resource demonstrates how one district plans for teacher observation training, certification, calibration, and data analysis throughout the year. Districts should adapt this plan to fit their unique needs and contexts.

**Objective:** Ensure accurate and reliable teacher observation scores that positively correlate to student growth measures.

**Context:** This district implements T-TESS and is a one-campus district with a single appraiser who serves as both principal and superintendent.

Month	Activities	Participants
July	<b>Data Analysis</b> <ul style="list-style-type: none"> <li>Review end of year teacher observation data. Look for areas of skew by grade level, teaching assignment and TTESS indicator.</li> <li>Determine whether teacher’s observation scores align to student growth data.</li> <li>Analyze end of year teacher survey to determine the extent to which teachers believe observation scores are a true reflection of their effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> <li>Testing Coordinator</li> </ul>
	<b>Strategic Planning &amp; Decision Making</b> <ul style="list-style-type: none"> <li>Develop a strategic plan to address any skew and lack of correlation.</li> <li>Determine the number of observations that will be required locally.</li> <li>Define “calibrated”. This district has decided that two appraisers are calibrated to each other if 50% of their ratings are an exact match AND 80% of their ratings are within one level of teacher effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> <li>Testing Coordinator</li> </ul>
August	<b>Certification</b> <ul style="list-style-type: none"> <li>If the appraiser’s 3-year T-TESS certification has expired, attend T-TESS’ certification training.</li> <li>Two high-performing “teacher leaders” also become T-TESS certified to be a calibration partner with the principal. Teachers applied for these positions last year and are selected based on their track record of effective teaching as well as the quality of their</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>

	<p>application. Teacher Leaders do not officially score other teachers but will serve as calibration partners for the principal.</p>	
	<p><b>Calibration</b></p> <ul style="list-style-type: none"> <li>If the appraiser’s T-TESS certification has not expired, calibrate using 2 videos on the NIET EPASS TIA portal.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> </ul>
	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>Teachers who are new to the district are given a full day to complete a self-guided T-TESS Orientation via the training modules on the T-TESS website.</li> <li>The principal leads all staff through a 2-hour refresher on T-TESS which includes opportunities for teachers to watch videos of instruction, collect evidence, and score T-TESS dimensions.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teachers</li> </ul>
September	<p><b>Calibration Activity #1</b></p> <ul style="list-style-type: none"> <li>Conduct co-observation calibration with teacher leaders.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<p><b>Create Observation Schedule</b></p> <ul style="list-style-type: none"> <li>Create a year-long observation schedule that meets the following criteria: <ol style="list-style-type: none"> <li>Includes a minimum of two long (45 minute) and five short (15 minute) scored observations, per teacher, over the course of the school year.</li> <li>Differentiated by teacher effectiveness or experience.</li> <li>Provides teachers at least two ratings for each rubric dimension within Domains 2 and 3.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> </ul>
	<p><b>Initial Observations</b></p> <ul style="list-style-type: none"> <li>Walkthrough classrooms of teachers scoring three or higher on T-TESS last year.</li> <li>Complete one short observation of all teachers who are new to the district or had a T-TESS score less than three last year.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> </ul>
October	<p><b>Execute Observation Schedule</b></p> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<p><b>Calibration Activity #2</b></p> <ul style="list-style-type: none"> <li>Co-observation calibration with teacher leaders and local retired principal.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> <li>Retired Principal</li> </ul>
	<p><b>Observation Data Dive #1</b></p> <ul style="list-style-type: none"> <li>After October assessments, compare student growth data to teacher observation data and check for positive correlation.</li> <li>Check for skew by subject and grade level.</li> <li>Determine strategic areas of focus and next steps around teacher observations for Quarter 2 based on the data.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> <li>Testing Coordinator</li> </ul>
November	<p><b>Execute Observation Schedule</b></p> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<p><b>Calibration Activity #3</b></p>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>

	<ul style="list-style-type: none"> <li>ESC TIA Lead or Appraisal Lead participates in a calibration walkthrough of 3-4 classrooms with the principal and both teacher leaders.</li> </ul>	<ul style="list-style-type: none"> <li>ESC TIA Lead/ Appraisal Lead</li> </ul>
<b>December</b>	<b>Execute Observation Schedule</b> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> <li>Ensure some teacher effectiveness data has been collected for every eligible teacher.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<b>Calibration Activity #4</b> <ul style="list-style-type: none"> <li>Principal and teacher leaders select a single T-TESS dimension as a focus area and walk through multiple classrooms collecting evidence and norming on ratings. After collecting evidence, principal and teacher leaders compile the data and discuss trends as well as next steps.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<b>Informal Mid-Year Performance Conferences</b> <ul style="list-style-type: none"> <li>Meet with individual teachers and share observation ratings as well as general strengths and areas of growth.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teachers</li> </ul>
<b>January</b>	<b>Execute Observation Schedule</b> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<b>Observation Data Dive #2</b> <ul style="list-style-type: none"> <li>Compare student growth data from December assessments with teacher observation data and check for positive correlation.</li> <li>Check for skew by subject and grade level.</li> <li>Share trends in data with teachers and determine strategic areas of focus and next steps for teacher observations in Quarter 3.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> <li>Testing Coordinator</li> </ul>
	<b>Calibration Activity #5</b> <ul style="list-style-type: none"> <li>Principal calibrates with teachers. Teachers watch a video of themselves and self-score using evidence. Half of the teachers complete this month and the remaining will complete in March.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teachers</li> </ul>
<b>February</b>	<b>Execute Observation Schedule</b> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<b>Calibration Activity #6</b> <ul style="list-style-type: none"> <li>Principal identifies a specific T-TESS dimension as a focus area. Principal and teacher leaders watch 2-3 NIET videos and practice collecting evidence and rating the selected dimension.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
<b>March</b>	<b>Execute Observation Schedule</b> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<b>Calibration Activity #7</b> <ul style="list-style-type: none"> <li>Principal calibrates with teachers. Teachers watch a video of themselves and self-score using evidence. Remaining teachers from January complete this month.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teachers</li> </ul>
<b>April</b>	<b>Execute Observation Schedule</b> <ul style="list-style-type: none"> <li>Conduct teacher observations according to the year-long schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teacher Leaders</li> </ul>
	<b>Observation Data Dive #3</b>	<ul style="list-style-type: none"> <li>Principal</li> </ul>

	<ul style="list-style-type: none"> <li>• Compare student growth data from December assessments with teacher observation data and check for positive correlation.</li> <li>• Check for skew by subject and grade level.</li> <li>• Determine if there are teachers to prioritize in terms of collecting sufficient, valid observation data.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Leaders</li> <li>• Testing Coordinator</li> </ul>
	<p><b>Calibration Activity #8</b></p> <ul style="list-style-type: none"> <li>• Co-observation calibration with teacher leaders and local retired principal.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Teacher Leaders</li> <li>• Retired Principal</li> </ul>
<b>May</b>	<p><b>Final observations</b></p> <ul style="list-style-type: none"> <li>• Conduct any final teacher observations according to the year-long schedule.</li> <li>• Determine if additional observation data is needed for any teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Teacher Leaders</li> <li>• Testing Coordinator</li> </ul>
	<p><b>End-of-Year Performance Conferences</b></p> <ul style="list-style-type: none"> <li>• Meet with individual teachers and share final observation ratings as well as general strengths and areas of growth.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Teacher</li> </ul>