

Collegial Dialogue Form

- **Observer as Coach**

Step 1: Initiating the Observation

Choose the person with whom they will work. This choice should be based on a sincere desire to learn something in particular from that person and driven from an Individual Professional Development Plan or building goals established in the Building School Improvement Plan.

- Complete the information about observer, observed, date/time, substitute teacher needs and the focus point of the observation
- Discuss your desire with your building administrator
 - Have the principal sign, demonstrating their support of your proposed observation.
 - If the observation is occurring outside of your assigned school, contact that building's administrator to get their approval.
 - Arrange for the ½ day sub per the building protocol. The substitute will be billed to Teacher Quality Professional Development.

Observer: _____

Observed: _____

Proposed Date and Time: _____

Sub required: ____ Yes ____ No

Focus Point of Observation:

Observer: Principal's Signature: _____

Observed: Principal's Signature: _____

Step 2: Pre-Conference:

Hold a pre-conference, in which the person to be observed outlines what will be occurring during the observation as well as what particular aspect of his/her practice he/she wants the observer to focus on. Example: "Would you look at how I respond to student questions?" This conference may be held electronically or face-to-face. Have artifacts demonstrating the following:

- Date/Time Pre-conference was held:
- Mode of Pre-Conference:
- Notes of conversation as well as any copies of relevant materials exchanged.

Step 3: The Observation:

The observer(s) focus on that aspect of practice raised during the pre-observation conference. Field notes include both descriptions of "focus" events and related questions that the observer may wish to raise during the debriefing.

- The observation should last for 2 class periods at the secondary level or 90 minutes at the elementary level.
- Notes should be attached as artifacts to the pre-conference information

Step 4: The Debriefing

After the observation, the observer and person observed should meet for 15-30, depending on how many questions the observer has). The observer begins by restating the focus and asking the observed to share her thoughts. Example: "What did you notice about how you responded to student questions?" As the observed talks, the observer

1. supplies specific events that either corroborate or contrast with the observed's statements,
2. summarizes what the observed is saying,
3. asks clarifying questions, and/or
4. raises questions related to the focus that were noted during the observation.

Note: Events and questions not directly related to the focus of the observation should only be raised after asking for permission from the observed, and some practitioners think even asking for permission is inappropriate. The observer(s) should refrain from stating their ideas and perspective on the issues unless specifically invited to do so. An important principle in this process is that at all times the person who is being observed is the one who is in control of the situation.

Step 5: Following the Observation

The observer is responsible for:

1. Attaching a copy of the following artifacts in the below cited order to a copy of this document
 - a. Pre-conference notes and other relevant artifacts
 - b. Observation notes and relevant artifacts
 - c. Debriefing notes and relevant artifacts
2. Returning all of the above to your building administrator within two days of the observation
3. Being prepared to discuss your observation with your administrator as appropriate.

Principal's Signature: _____ **Date:** _____