

Collegial Dialogue Form

- **Person Observed 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 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 coach helps the observer specify what s/he wants to learn more about. This conference may be held electronically or face-to-face. It may be helpful for the coach to give the observer relevant materials to review before the observation. 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 comes to the observation with a clear idea of what to look for, watches the session, and takes careful notes. It is important to remember where to focus – if you are looking for participant behaviors, you have to watch the participants, not the person leading the session. (For example, an observer interested in how an administrator manages a meeting to maximize faculty participation in decision-making will look closely at the points where interaction is highest, and note the administrator-generated activities and presentations that seem to trigger that behavior.)

- 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 the coach meet for 15-30, depending on how many questions the observer has). During this meeting:

- The observer should lead the discussion, so as to gain the maximum amount of learning from it.
- The observer should refocus on the original purpose of the observation, noting what s/he wanted to learn in the first place.
- The observer should share the things s/he saw, heard, and tracked that were relevant to his or her learning area.
- The observer should avoid evaluation or judgment, focusing on what s/he learned, not on what worked better or not as well.
- The observer should ask questions about things that s/he wants to know more about – for instance, strategies that s/he found especially interesting or puzzling, or incidents where more seemed to be going on than met the eye.
- The coach should add any relevant explanation of decisions, share other strategies that have worked in the past, or offer any materials or ideas that might help the observer.
- **Note: All questioning needs to be done carefully, with an eye to enhanced observer learning. It should not be allowed to turn into an unprepared peer supervision session, where the focus is on improving the practice of the observed.**

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: _____