

# Tips for administrators when observing teachers

School leadership must prioritize the process of teacher observations.

Here are some tips to look for when observing teachers:

## 1. Establish clear expectations

Ensure teachers understand the purpose and expectations of the observation beforehand. Give teachers the evaluation rubric at the beginning of the school year.

## 2. Use a variety of observations

Create a classroom environment conducive to active learning. Arrange seats, materials, and resources appropriately.

## 3. Create a safe space

Approach all observations with a supportive attitude. Identify strengths and areas for growth rather than criticizing. Create a safe space for meaningful discussions on teaching practices.

## 4. Focus on specific goals

Align the feedback to the teacher's professional goals as well as the school's instructional goals.

## 5. Be present

Actively observe teaching and learning in the classroom. Avoid distractions, such as answering emails while observing.

## 6. Collect data

Gather informal data on student work examples, teacher-student interactions, and engagement levels of students. Use evidence-based observations from the data to inform feedback.

## 7. Provide timely feedback

Provide feedback soon after the observation. Give specific examples and actionable recommendations for growth.

## 8. Encourage reflection

In the post-conference, facilitate discussion with teachers that encourages them to analyze their teaching practices, identify their strengths and identify areas for improvement.

## 9. Follow up

Observation should not be an isolated experience. Follow up with ongoing support and PD.

## 10. Celebrate

Teachers work hard to provide meaningful learning for students. Celebrate their successes!