

Making a plan for observing, giving feedback, and evaluating teachers

School name:	Total # of teachers:	Total # you evaluate:
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Goal for minimum # of observations per teacher:	Teachers you will observe more often or for full class (can write categories or names):
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Minimum # of debriefs per teacher:	Teachers you will debrief with more often (can write categories or names):
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Which tools will you want to use with teachers? Full literal notes or selective scripting? Equity chart, Costa's chart, Room chart? Etc.
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Create a weekly schedule . When are the best times to observe and debrief during a typical week? Who can respond to situations or emergencies? How will you schedule debriefs? How can you ensure that you see teachers at different times of the day?

Create a schedule for year . Set deadlines for when you want to complete subsequent rounds of observing and giving feedback. Pencil in when each person's formative and summative is due.
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