

Mentor Observation Process

Pre-visit

Directions: Mentors meet with the teacher before the observation and discuss the following questions; take notes.

1. **What is the learning goal(s) for this lesson?** (*What do you want students to know and be able to do?*)

2. **Do you want me to pay attention to a particular “teaching method” or strategy that you will use in this lesson?** (*Examples: how you open the lesson, how you use time during the lesson, how you call on students, the types of questions you use to elicit conversation, how you move through the room, how you support different student(s), is content challenging?*)

3. **Do you want me to pay attention to a student(s) for a specific reason?** (*Examples: a quiet student, a disengaged student, a demanding student, an EL student(s), a special needs student(s), how girls are responding...how boys are responding, grouping issues?*)

4. **What else do I need to know for today’s lesson?** (*Examples: materials issue, technology issue, student issue, an issue for you...a whole school issue (e.g. fire drill)*)

Observation Prompt: Delivery of Instruction focus

Teacher: _____ Mentor: _____ Date: _____

Time lesson began: _____

Time lesson ended: _____

| Observation Prompts | Notes |
|--|--|
| <p>Expectations: What were the academic expectations for this lesson?</p> | |
| <p>Goals: How were the lesson goals or essential questions communicated to students?</p> | |
| <p>Connections: How did the teacher active students' prior knowledge and engage student interest?</p> | |
| <p>Clarity: How did the teacher present lesson content?</p> | |
| <p>Strategies: What instructional strategies, questioning levels, materials, technology, and groupings were used?</p> | |
| <p>Differentiation: How did the teacher differentiate instruction to meet student needs?</p> | |
| <p>Closure: How were students supported in summarizing or applying their learning?</p> | |
| | <p>Questions or Other Observations:</p> |

Observation Prompt: Classroom Management focus

Teacher: _____ Mentor: _____ Date: _____

Time lesson began: _____

Time lesson ended: _____

| Observation Prompts | Notes |
|--|--|
| <p>Expectations: Evidence of students' understanding and meeting high behavior expectations</p> | |
| <p>Relationships: Evidence of equitable and respectful relationships between teacher and students</p> | |
| <p>Social-emotional/ Responsibility: Evidence of supports for positive and respectful social interactions</p> | |
| <p>Routine: Evidence of routines which support student learning</p> | |
| <p>Management Skills: Evidence of positive learning environment</p> | |
| <p>Efficiency: High percentage of academic time</p> | |
| | <p>Questions or Other Observations:</p> |

Teacher Questioning Strategies

Circle all of the types of questions used during the lesson....note examples of types of questions.

Direct, factual questions

Example?

Paraphrasing: teacher restates....summarizes.

Example?

Meditational: teacher hypothesizes....analyzes.....imagines.....asks compare and contrast questions.

Example?

Clarifying: teachers asks questions to gather more information....asks for meaning.....asks for clarity.....sees connections....develops or maintains a focus.

Example?

Teacher Rapport and Response to Students

Circle all of the types of responses made by the teacher during lesson.

Non-judgmental responses: trust building.....encourage self assessment.....internal locus of control.....risk-taking.....identified what worked and why.....listened.....enthusiasm.....sincere questions

Example:

Judgmental responses...biased responses, responded quickly, tone/inflection of voice, position in the room

Example:

HTH Observation Process Post-visit

Conduct the post-visit debrief within 24 hours of the observation.

Teacher: _____ Mentor: _____ Date _____

Step 1: Debrief. Discuss the following questions and record notes.

| <u>Questions</u> | <u>Notes</u> |
|---|--------------|
| <ol style="list-style-type: none">1. How do you think the lesson went?2. How did the lesson work for you as the teacher? What was easy, what was challenging?<ol style="list-style-type: none">a. Flowb. Timec. Routines/proceduresd. Questioning strategies3. How did the lesson work for your students...how do you know?<ol style="list-style-type: none">a. Grouping?b. Level of difficulty of the content?c. Level of engagement in the content material?d. What surprised you?4. Describe how you provided:<ol style="list-style-type: none">a. Think time for students?b. "Hands on" /project time...describe what students did during the lessonc. Links to the last lesson....prep for the next lesson?d. Adult world connection?e. Student autonomy? | |

Step 2: Review observation data with teacher....use non-judgmental language. Another strategy is to let the teacher review your notes...then discuss.

Step 3: Close the reflection process with the following questions.

| <u>Questions</u> | <u>Notes</u> |
|---|--------------|
| <ol style="list-style-type: none">1. What, if anything, would you do differently next time you teach this lesson? 2. What, if anything, would you have students do differently? 3. What surprised you? 4. What have you learned about teaching or learning that you will use in the future? | |