

Teacher Peer Observation Request Version 1.0

Missions: To use the practice of observation to learn more about particular instructional styles, management styles, class types, or students (rooted in appreciative inquiry). Also, to foster collegiality, trust, and learning amongst our Jackson HS staff.

Adapted from Learn NC <http://www.learnnc.org/lp/pages/739?ref=search>

Background: We received a \$10,000.00 grant to take advantage of this learning opportunity. The funding is available on a first-come, first-served basis. Once we run out of this chedda, that is it for the year folks!

How This Works

1. **Read the fine print and complete this application.**
2. **Submit completed application to the box by the mailboxes then await approval and scheduling.** See calendar below for application and schedule timeline. Incomplete applications will **not** be processed. Ain't nobody got time fo' dat!
3. **Once approved, watch your colleagues teach.** Examples of what a teacher may want to observe: Group work, a large or small class, difficulty relating to a particular student, a teacher whose style you admire, a teacher whose class you are just plain curious about, starting and ending tasks, management, organization, etc.
4. **Refrain from any form of judgement** (e.g., saying "great lesson" all the way to "what the hell were you thinking?").
5. **Clarify with the teacher being observed what you want to do during your observation.** Is it silent observation, interactive with them/students, what they might want you to do during observation, would they want a debrief after, etc?
6. **Thank your colleague for sharing their insight(s)!**

Your Name _____

Email _____

Requested Day for Observations _____

Phone _____

Requested Substitute* Preference:

YES

NO

**Substitute maximum in district is 40 subs per day.*

If a substitute cannot be arranged on your date of request, you will be notified during the processing week.

Employee/Sub ID: _____ (required)

"Please arrange a sub for me"

BLACK OUT DATES

No Substitute Requests for These Days

Wednesday, Nov 23
Monday, Nov 28
Friday, Dec 16
Tuesday, Jan 3
Friday, Jan 13

Tuesday, Jan 17
Friday, Jan 27
Tuesday, Jan 31
Friday, Feb 17
Wednesday, Feb 22

Friday, March 31
Monday, April 10
Friday, May 26
Tuesday, May 30
Monday, June 21

Tuesday, June 20

Requested Schedule of Observations

Period	Colleague Being Observed	Room Number	Signature of Colleague Being Observed	Your informal goals for this Observation? (Optional)
1				
2				
3				
4				
5				
6				

These colleagues have to be ok with you coming in for observation, so their signatures are required before approval.

more stuff →

Application and Substitute Request Timeline

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
				Request Forms DUE
<i>Week to process forms</i>	<i>Sub Requests go in</i>	<i>Sub Requests go in</i>	<i>Team Compiles</i>	Schedule Posted*
Requests in Action! →				

*Schedule will be posted near the mailboxes and via all-staff email (i.e., not individual).

Other Questions:

- How flexible are you? For example, Mrs. X is planning to teach the KMnO_4 Acid-Base Titration lab that you are *dyyyyyyying* to see on Wednesday, Jan 5 and she is not planning to move it. If you require a specific day, but something changes about *that teacher's* schedule, would you still want to observe this teacher on the day you requested? Note: May require follow up.

YES

NO

- Next year, we would like to extend this opportunity to perhaps visit teachers outside of our school (remember, part of our mission is to foster collegiality and trust *within* our school). Though this can be considered valuable professional development, we want to see how this works locally before extending it outside of our building. Would you support the extension of this opportunity for NEXT YEAR?

YES

NO

Teachers* with Open Door Policies and (self-proclaimed) Specialties

Ok to request them any time. These responses came from the teachers themselves. Many also stated that not every day will be exciting!

Nick Andersen	Socratic Seminars, spoken word
Sheryl Mason	Lesson organization, inducing fear in children of all ages, class management, time-structured lessons
Wendy Organ	Class building activities, team building activities, brain breaks
Jennifer Hesse	Relaxed environment, frequent tangent learning
Jeannie Boyer	Management, a few well-placed movie quotes from time to time
Dan Geary	Chaotic organization (bordering on the comedic...); obfuscation; confusion; lack of focus; general malaise and ineptitude... – I'm a powerful negative example
Torri McEntire	Socratic Seminar, Philosophical Chairs, Poetry/Creative Writing, Using the "art" part of Language Arts (including storyboarding)
Deb Kalina	Organization, scaffolding, classroom management
Bob Crosby	See Sheryl Mason Specialties above (especially the 2 nd thing)
Kathi Guffey	Small balloon animals, rapport with students
Laura Nelson	General awesomeness and questioning techniques
Brenda Black	
Heidi Little	Efficiency and organization. Management style – standing at the door, end of period pack up games, modeling planning (on Mondays). Routine style teaching (especially with 9 th grade)
Meghan Emery	Connecting & establishing genuine rapport with students, strengthening students' subject-specific vocabulary/jargon, speaking pretty fluent Millennial
Lee Anne Tobin	
Judy Baker	Writing-heavy, analysis, all lessons viewable (stealable) online
Sam Lessard	Classroom management
Todd Freeman	How not to treat students and how not to actually teach while looking like you are. Classroom Discipline and Teacher/Student Interaction
Lesley Moffat	Collaboration, student engagement, differentiated learning (LOTS of this happens in music classes), student voice, classroom management with large groups (periods 1 and 2 especially)
Gus Anaya	
Beth Burns	Evidence based arguments, formative assessment
Brielle Kemis	Classroom management
Natascha Cox	

*List as of 10/27/2016, sometime when Mason was emailed. See list near mailboxes for an **updated** list of Teachers with Open Door Policies.