

**PROCEDURES for OBSERVERS**

<b>Actions</b>	<b>Tools</b>
<p><b>Before Visit</b></p> <p>Make initial contact with teacher about the observation</p> <p>Send to teacher</p> <ul style="list-style-type: none"> <li>• <i>Pre-observation Letter &amp; Background Information</i></li> <li>• <i>Indicators of Good Teaching in Adult Education</i></li> </ul> <p>Call to discuss the mailing, explain what you will do, elicit the teacher's suggestions about particulars to be observed, and set up visit</p>	<p><b><i>Pre-observation Letter &amp; Request for Background Information</i></b></p> <p><b><i>Indicators of Good Teaching in Adult Education</i></b></p> <p>These documents explain the purpose for the observation, prepare the teacher, and collect information that is not obvious from observation.</p>
<p><b>During Visit</b></p> <p>Observe class</p> <p>Take notes (evidence)</p> <p>Provide brief, immediate, positive feedback to teacher and confirm next steps</p>	<p><b><i>Direct Notes Form</i></b></p>
<p><b>After Visit</b></p> <p>Complete <i>Teaching Analysis Form</i> (match observed evidence from notes to indicators)</p> <p>Mail completed <i>Teaching Analysis Form</i> to teacher (Optional: Also send completed <i>Teacher Observation Recommendations Form</i> or use it later in discussion with teacher)</p> <p>Visit or call teacher to discuss analysis, recommendations, and teacher's next steps</p> <p>Teacher completes <i>Follow-up Plan</i></p>	<p><b><i>Teaching Analysis Form</i></b></p> <p><b><i>Teacher Observation Recommendations Form (optional)</i></b></p> <p><b><i>Follow-up Plan</i></b></p> <p>This is documentation of the feedback and plans to do something as a result of the observation. Plan should be sent back to observer.</p>