

**Monona Grove School District**  
**Professional Development and Assessment**  
**Phase I – Probationary Teacher**

**Who:**

- Teachers with fewer than four years teaching experience
- Teachers who have not taught previously in Monona Grove

**Purpose:**

- Ensure that Wisconsin Standards for Effective Teaching are understood, accepted, and demonstrated
- Provide support in implementing the Standards
- Provide accountability for decisions to continue employment
- Establish the practices of professional growth in the Monona Grove School District

**What:**

- Observations and evaluation of performance
- Reflection
- Mentor

**Method:**

- Classroom observation with feedback
- Discussion of professional practices
- Mentor support

<b><i>PHASE ONE TIME LINE</i></b>		
<b>Year 1</b>		
<b>Components</b>	<b>Procedures</b>	<b>Target Date</b>
Components of Professional Practice (Domains)	New Teacher Orientation Meetings	September: Date to be mutually agreed upon.
Formal classroom observation & Self Assessment	Pre-observation form, 2 observations & conference	By Nov.1, Feb. 1
Year-end review	Summary review & conference	May: Date to be mutually agreed upon.
Informal observation	Various Settings	Continuous
<b>Year 2</b>		
Formal classroom observation & Self Assessment	Pre-observation form, 2 observations & conference	By Dec. 1, Feb. 1
Year-end review	Summary review & conference	May 1: Submit copy to administrator. Conference scheduled if necessary before end of school year.
Professional Development Plan (PDP)	Introduced by Evaluator	
Informal observation	Various Settings	Continuous
<b>Year 3</b>		
Professional Development Plan (PDP)	Submit to Evaluator	September: Date to be mutually agreed upon.
Formal classroom observation & Self Assessment	Pre-observation form 2 observations & conference	By Dec. 1, Feb. 1
Year-end review Professional Development Plan (PDP)	Summary review & conference Reviewed with Evaluator	May 1: Submit copy to administrator. Conference scheduled if necessary before end of school year.
Informal observation	Various Settings	Continuous

Rev. 11/03

# Formal Observation Instruction Sheet

## YEAR 1

### Orientation

Prior to all observations there will be a group meeting to discuss rubrics of the evaluation tool. (Components of Professional Practice)

### First Observation

1. Pre-Observation Conference
  - Teacher brings completed Pre-Observation Sheet to discuss with evaluator.
2. Formal Observation
  - Evaluator fills out Summative Assessment Record.
3. Post-Observation Conference
  - Teacher and evaluator will discuss Post-Observation Sheet and Summative Assessment Record.
  - Evaluator will present teacher with self-assessment tool to be completed before second observation.

### Second Observation

1. Pre-Observation Conference
  - Teacher and evaluator will review and discuss self-assessment tool and pre-observation sheet.
2. Formal Observation
  - Evaluator fills out Summative Assessment Record.
3. Post-Observation Conference
  - Teacher and evaluator will discuss Post-Observation Sheet and Summative Evaluation Record.
  - Evaluator suggests artifacts or product collection to show professional growth. Some suggestions may include a professional growth portfolio, curriculum development, a professional journal, attendance at professional meetings, college coursework, action research, peer coaching, live or taped demonstrations of newly acquired skills, conducting workshops for other faculty.

### Year-End Review

- Discuss Year-End Reflection Sheet

## YEAR 2

### First Observation

1. Pre-Observation Conference
  - Teacher brings completed Pre-Observation Sheet to discuss with evaluator.
2. Formal Observation
  - Evaluator fills out Summative Assessment Record.
3. Post-Observation Conference
  - Teacher and evaluator will discuss Post-Observation Sheet and Summative Assessment Record.
  - Evaluator will present teacher with self-assessment tool to be completed before second observation.

## **Second Observation**

1. Pre-Observation Conference
  - Teacher and evaluator will discuss self-assessment tool and Pre-Observation Sheet.
2. Formal Observation
  - Evaluator fills out Summative Assessment Record.
3. Post-Observation Conference
  - Teacher and evaluator will discuss Reflection Sheet and Summative Assessment Record.

## **Year-End Review**

- Discuss Year-End Reflections Sheet.
- Evaluator introduces Professional Development Plan to be completed for Pre-Observation Conference.

## **YEAR 3**

### **First Observation**

1. Pre-Observation Conference
  - Teacher brings completed Pre-Observation Sheet to discuss with evaluator.
  - Teacher and evaluator will discuss completed Professional Development Plan.
2. Formal Observation
  - Evaluator fills out Summative Assessment Record.
3. Post-Observation Conference
  - Teacher and evaluator will discuss Post-Observation Sheet and Summative Assessment Record.
  - Evaluator will present teacher with Self-Assessment Tool to be completed before second observation.

### **Second Observation**

1. Pre-Observation Conference
  - Teacher and evaluator will discuss Self-Assessment Tool and Pre-Observation Sheet.
2. Formal Observation
  - Evaluator fills out Summative Assessment Record.
3. Post-Observation Conference
  - Teacher and evaluator will discuss Post-Observation Sheet and Summative Assessment Record.

### **Year-End Review**

- Discuss Year-End Reflections Sheet.
- Evaluator and teacher discuss Professional Development Plan.

**Monona Grove School District  
Professional Development and Assessment**

*Self-Assessment*

Name \_\_\_\_\_ Date \_\_\_\_\_

**Introduction**

**Self-assessment is an important component of the district’s professional staff supervision, evaluation and development process. Self-assessment provides the professional with an opportunity to reflect on performance and to identify strengths as well as areas where improvement is warranted. Self-assessment also provides the professional with a basis for analyzing performance for the purpose of goal setting.**

**The following self-assessment checklist has been designed to assist the professional in identifying areas around which goals can be developed. It should be completed and then used to develop goals that will be shared with the administrator responsible for assessing your performance.**

**This self-assessment should be completed by checking the box under each statement that best describes your present level of performance. Please feel free to add any comments that would help clarify your self-assessment.**

**Components of Professional Practice**

<p><b>Domain 1: Planning and Preparation</b>                  Component 1a: Demonstrating Knowledge of Content and Pedagogy                  Component 1b: Demonstrating Knowledge of Students                  Component 1c: Selecting Instructional Goals                  Component 1d: Demonstrating Knowledge of Resources                  Component 1e: Designing Coherent Instruction                  Component 1f: Assessing Student Learning</p> <p><b>Domain 2: The Classroom Environment</b>                  Component 2a: Creating an Environment of Respect and Rapport                  Component 2b: Establishing a Culture for Learning                  Component 2c: Managing Classroom Procedures                  Component 2d: Managing Student Behavior                  Component 2e: Organizing Physical Space</p>	<p><b>Domain 3: Instruction</b>                  Component 3a: Communicating Clearly and Accurately                  Component 3b: Using Questioning and Discussion Techniques                  Component 3c: Engaging Students in Learning                  Component 3d: Providing Feedback to Students                  Component 3e: Demonstrating Flexibility and Responsiveness</p> <p><b>Domain 4: Professional Responsibilities</b>                  Component 4a: Reflecting on Teaching                  Component 4b: Maintaining Accurate Records                  Component 4c: Communicating with Families                  Component 4d: Contributing to the School and District                  Component 4e: Growing and Developing Professionally                  Component 4f: Showing Professionalism</p>
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**Domain 1: Planning and Preparation**  
**Component 1a: Demonstrating Knowledge of Content and Pedagogy**  
 Elements: Knowledge of content • Knowledge of prerequisite relationships  
 • Knowledge of content-related pedagogy

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Knowledge of Content</b>	Teacher makes content errors or does not correct content errors students make.	Teacher displays basic content knowledge but cannot articulate connections with other parts of the discipline or with other disciplines.	Teacher displays solid content knowledge and makes connections between the content and other parts of the discipline and other disciplines.	Teacher displays extensive content knowledge, with evidence of continuing pursuit of such knowledge.
<b>Knowledge of Prerequisite Relationships</b>	Teacher displays little understanding of prerequisite Knowledge important for student learning of the content	Teacher indicates some awareness of prerequisite learning, although such knowledge may be incomplete or inaccurate.	Teacher's plans and practices reflect understanding of prerequisite relationships among topics and concepts.	Teacher actively builds on knowledge of prerequisite relationships when describing instruction or seeking causes for student misunderstanding.
<b>Knowledge of Content-Related Pedagogy</b>	Teacher displays little understanding of pedagogical issues involved in student learning of the content.	Teacher displays basic pedagogical knowledge but does not anticipate student misconceptions.	Pedagogical practices reflect current research on best pedagogical practice within the discipline but without anticipating student misconceptions.	Teacher displays continuing search for best practice and anticipates student misconceptions.

**Domain 1: Planning and Preparation**  
**Component 1b: Demonstrating Knowledge of Students**

- Elements: Knowledge of characteristics (intellectual, social, and emotional) of age group •  
 Knowledge of students' varied approaches to learning • Knowledge of students' skills and knowledge  
 • Knowledge of students' interests and cultural heritage

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Knowledge of Characteristics of Age Group</b>	Teacher displays minimal knowledge of developmental characteristics of age group.	Teacher displays generally accurate knowledge of developmental characteristics of age group.	Teacher displays thorough understanding of typical developmental characteristics of age group as well as exceptions to general patterns.	Teacher displays knowledge of typical developmental characteristics of age group, exceptions to the patterns and the extent to which each student follows patterns.
<b>Knowledge of Students' Varied Approaches to Learning</b>	Teacher is unfamiliar with the different approaches to learning that students exhibit, such as learning styles, modalities, and different "intelligences."	Teacher displays general understanding of the different approaches to learning that students exhibit.	Teacher displays solid understanding of the different approaches to learning that different students exhibit.	Teacher uses, where appropriate, knowledge of students' varied approaches to learning in instructional planning.
<b>Knowledge of Students' Skills and Knowledge</b>	Teacher displays little knowledge of students' skills and knowledge and does not indicate that such knowledge is valuable.	Teacher recognizes the value of understanding students' skills and knowledge but displays this knowledge for the class only as a whole.	Teacher displays knowledge of students' skills and knowledge for groups of students and recognizes the value of this knowledge.	Teacher displays knowledge of students' skills and knowledge for each student, including those with special needs.
<b>Knowledge of Students' Interests and Cultural Heritage</b>	Teacher displays little knowledge of students' interests or cultural heritage and does not indicate that such knowledge is valuable.	Teacher recognizes the value of understanding students' interests or cultural heritage but displays this knowledge for the class only as a whole.	Teacher displays knowledge of the interests of cultural heritage of groups of students and recognizes the value of this knowledge.	Teacher displays knowledge of the interests or cultural heritage of each student.

**Domain 1: Planning and Preparation**  
**Component 1c: Selecting Instructional Goals**

Elements: VALUE: Goals represent high expectations for students; and reflect important learning and conceptual understanding, curriculum standards, and frameworks. • CLARITY: Goals are clearly stated as student learning and permit sound assessment. • SUITABILITY FOR DIVERSE STUDENTS: Goals reflect needs of all students in a class. • BALANCE: Goals represent opportunities for different types of learning - for example, thinking as well as knowledge - and coordination or integration within or across disciplines.

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Value</b>	Goals are not valuable and represent low expectations or no conceptual understanding for students. Goals do not reflect important learning.	Goals are moderately valuable in either their expectations or conceptual understanding for students and in importance of learning.	Goals are valuable in their level of expectations, conceptual understanding, and importance of learning.	Not only are the goals valuable, but teacher can also clearly articulate how goals establish high expectations and relate to curriculum frameworks and standards.
<b>Clarity</b>	Goals are either not clear or are stated as student activities. Goals do not permit viable methods of assessment.	Goals are only moderately clear or include a combination of goals and activities. Some goals do not permit viable methods of assessment.	Most of the goals are clear but may include a few activities. Most permit viable methods of assessment.	All the goals are clear, written in the form of student learning, and permit viable methods of assessment.
<b>Suitable for Diverse Students</b>	Goals are not suitable for the class.	Most of the goals are suitable for most students in the class.	All the goals are suitable for most students in the class.	Goals take into account the varying learning needs of individual students or groups.
<b>Balance</b>	Goals reflect only one type of learning and one discipline or strand.	Goals reflect several types of learning but no effort at coordination or integration.	Goals reflect several different types of learning and opportunities for integration.	Goals reflect student initiative in establishing important learning.

**Domain 1: Planning and Preparation**  
**Component 1d: Demonstrating Knowledge of Resources**  
 Elements: Resources for teaching • Resources for students

Element	Level of Performance											
	Unsatisfactory			Basic			Proficient			Distinguished		
<b>Resources for Teaching</b>	Teacher is unaware of resources available through the school or district.			Teacher displays limited awareness of resources available through the school or district.			Teacher is fully aware of all resources available through the school or district.			In addition to being aware of the school and district resources, teacher actively seeks other materials to enhance instruction, for example, from professional organizations or through the community.		
<b>Resources for Students</b>	Teacher is unaware of resources available to assist students who need them.			Teacher displays limited awareness of resources available through the school or district.			Teacher is fully aware of all resources available through the school or district and knows how to gain access for students.			In addition to being aware of school and district resources, teacher is aware of additional resources available through the community.		

**Domain 1: Planning and Preparation**  
**Component 1e: Designing Coherent Instruction**

Elements: Learning activities • Instructional materials and resources • Instructional groups  
 • Lesson and unit structure

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Learning Activities</b>	Learning activities are not suitable to students or instructional goals. They do not follow an organized progression and do not reflect recent professional research.	Only some of the learning activities are suitable to students or instructional goals. Progression of activities in the unit is uneven, and only some activities reflect recent professional research.	Most of the learning activities are suitable to students and instructional goals. Progression of activities in the unit is fairly even, and most activities reflect recent professional research.	Learning activities are highly relevant to students and instructional goals. They progress coherently, producing a unified whole and reflecting recent professional research.
<b>Instructional Materials and Resources</b>	Materials and resources do not support the instructional goals or engage students in meaningful learning.	Some of the materials and resources support the instructional goals, and some engage students in meaningful learning.	All materials and resources support the instructional goals, and most engage students in meaningful learning.	All materials and resources support the instructional goals and most engage students in meaningful learning. There is evidence of student participation in selecting or adapting materials.
<b>Instructional Groups</b>	Instructional groups do not support the instructional goals and offer no variety.	Instructional groups are inconsistent in suitability to the instructional goals and offer minimal variety.	Instructional groups are varied, as appropriate to the different instructional goals.	Instructional groups are varied as appropriate to the different instructional goals. There is evidence of student choice in selecting different patterns of instructional groups.
<b>Lesson and Unit Structure</b>	The lesson or unit has no clearly defined structure, or the structure is chaotic. Time allocations are unrealistic.	The lesson or unit has a recognizable structure, although the structure is not uniformly maintained throughout. Most time allocations are reasonable.	The lesson or unit has a clearly defined structure that activities are organized around. Time allocations are reasonable.	The lesson's or unit's structure is clear and allows for different pathways according to student needs.

**Domain 1: Planning and Preparation**  
**Component 1f: Assessing Student Learning**  
 Elements: Congruence with instructional goals • Criteria and standards  
 • Use for Planning

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Congruence with Instructional Goals</b>	Content and methods of assessment lack congruence with instructional goals.	Some of the instructional goals are assessed through the proposed approach, but many are not.	All the instructional goals are nominally assessed through the proposed plan, but the approach is more suitable to some goals than to others.	The proposed approach to assessment is completely congruent with the instructional goals, both in content and process.
<b>Criteria and Standards</b>	The proposed approach contains no clear criteria or standards.	Assessment criteria and standards have been developed, but they are either not clear or have not been clearly communicated to students	Assessment criteria and standards are clear and have been clearly communicated to students.	Assessment criteria and standards are clear and have been clearly communicated to students. There is evidence that students contributed to the development of the criteria and standards.
<b>Use for Planning</b>	The assessment results affect planning for these students only minimally.	Teacher uses assessment results to plan for the class as a whole.	Teacher uses assessment results to plan for individuals and groups of students.	Students are aware of how they are meeting the established standards and participate in planning the next steps.

**Domain 2: The Classroom Environment**  
**Component 2a: Creating an Environment of Respect and Rapport**  
 Elements: Teacher interaction with students • Student interaction

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Teacher Interaction with Students</b>	Teacher interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for teacher.	Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students' cultures. Students exhibit only minimal respect for teacher.	Teacher-student interactions are friendly and demonstrate general warmth, caring, and respect. Such interactions are appropriate to developmental and cultural norms. Students exhibit respect for teacher.	Teacher demonstrates genuine caring and respect for individual students. Students exhibit respect for teacher as an individual, beyond that for the role.
<b>Student Interaction</b>	Student interactions are characterized by conflict, sarcasm, or put-downs.	Students do not demonstrate negative behavior toward one another.	Student interactions are generally polite and respectful.	Students demonstrate genuine caring for one another as individuals and as students.

**Domain 2: The Classroom Environment**  
**Component 2b: Establishing a Culture for Learning**  
 Elements: Importance of the content • Student pride in work  
 • Expectations for learning and achievement

Element	Level of Performance											
	Unsatisfactory			Basic			Proficient			Distinguished		
<b>Importance of the Content</b>	Teacher or students convey a negative attitude toward the content, suggesting that the content is not important or is mandated by others.			Teacher communicates importance of the work but with little conviction and only minimal apparent buy-in by the students.			Teacher conveys genuine enthusiasm for the subject, and students demonstrate consistent commitment to its value.			Students demonstrate through their active participation, curiosity, and attention to detail that they value the content's importance.		
<b>Student Pride in Work</b>	Students demonstrate little or no pride in their work. They seem to be motivated by the desire to complete a task rather than do high-quality work.			Students minimally accept the responsibility to "do good work" but invest little of their energy in the quality of the work.			Students accept teacher insistence on work of high quality and demonstrate pride in that work.			Students take obvious pride in their work and initiate improvements in it, for example, by revising drafts on their own initiative, helping peers, and ensuring that high-quality work is displayed.		
<b>Expectations for Learning and Achievement</b>	Instructional goals and activities, interactions, and the classroom environment convey only modest expectations for student achievement.			Instructional goals and activities, interactions, and the classroom environment convey inconsistent expectations for student achievement.			Instructional goals and activities, interactions, and the classroom environment convey high expectations for student achievement.			Both students and teacher establish and maintain through planning of learning activities, interactions, and the classroom environment high expectations for the learning of all students.		

**Domain 2: The Classroom Environment**  
**Component 2c: Managing Classroom Procedures**

- Elements: Management of instructional groups • Management of transitions  
 • Management of materials and supplies • Performance of non-instructional duties  
 • Supervision of volunteers and paraprofessionals

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Management of Instructional Groups</b>	Students not working with the teacher are not productively engaged in learning.	Tasks for group work are partially organized, resulting in some off-task behavior when teacher is involved with one group.	Tasks for group work are organized, and groups are managed so most students are engaged at all times.	Groups working independently are productively engaged at all times, with students assuming responsibility for productivity.
<b>Management of Transitions</b>	Much time is lost during transitions.	Transitions are sporadically efficient, resulting in some loss of instructional time.	Transitions occur smoothly, with little loss of instructional time.	Transitions are seamless, with students assuming some responsibility for efficient operation.
<b>Management of Materials and Supplies</b>	Materials are handled inefficiently, resulting in loss of instructional time.	Routines for handling materials and supplies function moderately well.	Routines for handling materials and supplies occur smoothly, with little loss of instructional time.	Routines for handling materials and supplies are seamless, with students assuming some responsibility for efficient operation.
<b>Performance of Non-instructional Duties</b>	Considerable instructional time is lost in performing non-instructional duties.	Systems for performing non-instructional duties are fairly efficient, resulting in little loss of instructional time.	Efficient systems for performing non-instructional duties are in place, resulting in minimal loss of instructional time.	Systems for performing non-instructional duties are well established, with students assuming considerable responsibility for efficient operation.
<b>Supervision of Volunteers and Paraprofessionals</b>	Volunteers and paraprofessionals have no clearly defined duties or do nothing most of the time.	Volunteers and paraprofessionals are productively engaged during portions of class time but require frequent supervision.	Volunteers and paraprofessionals are productively and independently engaged during the entire class.	Volunteers and paraprofessionals make a substantive contribution to the classroom environment.

**Domain 2: The Classroom Environment**  
**Component 2d: Managing Student Behavior**  
 Elements: Expectations • Monitoring of student behavior  
 • Response to student misbehavior

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Expectations</b>	No standards of conduct appear to have been established, or students are confused as to what the standards are.	Standards of conduct appear to have been established for most situations, and most students seem to understand them.	Standards of conduct are clear to all students.	Standards of conduct are clear to all students and appear to have been developed with student participation.
<b>Monitoring of Student Behavior</b>	Student behavior is not monitored, and teacher is unaware of what students are doing.	Teacher is generally aware of student behavior but may miss the activities of some students.	Teacher is alert to student behavior at all times.	Monitoring by teacher is subtle and preventive. Students monitor their own and their peers' behavior, correcting one another respectfully.
<b>Response to Student Misbehavior</b>	Teacher does not respond to misbehavior, or the response is inconsistent, overly repressive, or does not respect the student's dignity.	Teacher attempts to respond to student misbehavior but with uneven results, or no serious disruptive behavior occurs.	Teacher response to misbehavior is appropriate and successful and respects the student's dignity, or student behavior is generally appropriate.	Teacher response to misbehavior is highly effective and sensitive to students' individual needs, or student behavior is entirely appropriate.

**Domain 2: The Classroom Environment**  
**Component 2e: Organizing Physical Space**  
 Elements: Safety and arrangement of furniture • Accessibility to Learning and Use of Physical Resources

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Safety and Arrangement of Furniture</b>	The classroom is unsafe, or the furniture arrangement is not suited to the lesson activities, or both.	The classroom is safe, and classroom furniture is adjusted for a lesson, or if necessary, a lesson is adjusted to the furniture, but with limited effectiveness.	The classroom is safe, and the furniture arrangement is a resource for learning activities.	The classroom is safe, and students adjust the furniture to advance their own purposes in learning.
<b>Accessibility to Learning and Use of Physical Resources</b>	Teacher uses physical resources poorly, or learning is not accessible to some students.	Teacher uses physical resources adequately, and at least essential learning is accessible to all students.	Teacher uses physical resources skillfully, and all learning is equally accessible to all students.	Both teacher and students use physical resources optimally, and students ensure that all learning is equally accessible to all students.

**Domain 3: Instruction**  
**Component 3a: Communicating Clearly and Accurately**  
 Elements: Directions and procedures • Oral and written language

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Directions and Procedures</b>	Teacher directions and procedures are confusing to students.	Teacher directions and procedures are clarified after initial student confusion or are excessively detailed.	Teacher directions and procedures are clear to students and contain an appropriate level of detail.	Teacher directions and procedures are clear to students and anticipate possible student misunderstanding.
<b>Oral and Written Language</b>	Teacher's spoken language is inaudible, or written language is illegible. Spoken or written language may contain many grammar and syntax errors. Vocabulary may be inappropriate, vague, or used incorrectly, leaving students confused.	Teacher's spoken language is audible, and written language is legible. Both are used correctly. Vocabulary is correct but limited or is not appropriate to students' ages or backgrounds.	Teacher's spoken and written language is clear and correct. Vocabulary is appropriate to students' age and interests.	Teacher's spoken and written language is correct and expressive, with well-chosen vocabulary that enriches the lesson.

**Domain 3: Instruction**  
**Component 3b: Using Questioning and Discussion Techniques**  
 Elements: Quality of questions • Discussion techniques  
 • Student participation

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Quality of Questions</b>	Teacher's questions are virtually all of poor quality.	Teacher's questions are a combination of low and high quality. Only some invite a response.	Most of the teacher's questions are of high quality. Adequate time is available for students to respond.	Teacher's questions are of uniformly high quality, with adequate time for students to respond. Students formulate many questions.
<b>Discussion Techniques</b>	Interaction between teacher and students is predominantly recitation style, with teacher mediating all questions and answers.	Teacher makes some attempt to engage students in a true discussion, with uneven results.	Classroom interaction represents true discussion, with teacher stepping, when appropriate, to the side.	Students assume considerable responsibility for the success of the discussion, initiating topics and making unsolicited contributions.
<b>Student Participation</b>	Only a few students participate in the discussion.	Teacher attempts to engage all students in the discussion, but with only limited success.	Teacher successfully engages all students in the discussion.	Students themselves ensure that all voices are heard in the discussion.

**Domain 3: Instruction**  
**Component 3c: Engaging Students in Learning**

- Elements: Representation of content • Activities and assignments  
 • Grouping of students • Instructional materials and resources • Structure and pacing

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Representation of Content</b>	Representation of content is inappropriate and unclear or uses poor examples and analogies.	Representation of content is inconsistent in quality. Some is done skillfully, with good examples, other portions are difficult to follow.	Representation of content is appropriate and links well with student's knowledge and experience.	Representation of content is appropriate and links well with students' knowledge and experience. Students contribute to representation of content.
<b>Activities and Assignments</b>	Activities and assignments are inappropriate for students in terms of their age or backgrounds. Students are not engaged mentally.	Some activities and assignments are appropriate to students and engage them mentally, but others do not.	Most activities and assignments are appropriate to students. Almost all students are cognitively engaged in them.	All students are cognitively engaged in the activities and assignments in their exploration of content. Students initiate or adapt activities and projects to enhance understanding.
<b>Grouping of Students</b>	Instructional groups are inappropriate to the students or to the instructional goals.	Instructional groups are only partially appropriate to the students or only moderately successful in advancing the instructional goals of a lesson.	Instructional groups are productive and fully appropriate to the students or to the instructional goals of a lesson.	Instructional groups are productive and fully appropriate to the instructional goals of a lesson. Students take the initiative to influence instructional groups to advance their understanding.
<b>Instructional Materials and Resources</b>	Instructional materials and resources are unsuitable to the instructional goals or do not engage students mentally.	Instructional materials and resources are partially suitable to the instructional goals, or students' level of mental engagement is moderate.	Instructional materials and resources are suitable to the instructional goals and engage students mentally.	Instructional materials and resources are suitable to the instructional goals and engage students mentally. Students initiate the choice, adaptation, or creation of materials to enhance their own purposes.
<b>Structure and Pacing</b>	The lesson has no clearly defined structure, or the pacing of the lesson is too slow or rushed, or both.	The lesson has a recognizable structure, although it is not uniformly maintained throughout the lesson. Pacing of the lesson is inconsistent.	The lesson has a clearly defined structure around which the activities are organized. Pacing of the lesson is inconsistent.	The lesson's structure is highly coherent, allowing for reflection and closure as appropriate. Pacing of the lesson is appropriate for all students.

**Domain 3: Instruction**  
**Component 3d: Providing Feedback to Students**

Elements: Quality: accurate, substantive, constructive, and specific • Timeliness

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Quality: Accurate, Substantive, Constructive, and Specific</b>	Feedback is either not provided or is of uniformly poor quality.	Feedback is inconsistent in quality. Some elements of high quality are present, others are not.	Feedback is consistently high quality.	Feedback is consistently high quality. Provision is made for students to use feedback in their learning.
<b>Timeliness</b>	Feedback is not provided in a timely manner.	Timeliness of feedback is inconsistent.	Feedback is consistently provided in a timely manner.	Feedback is consistently provided in a timely manner. Students make prompt use of the feedback in their learning.

**Domain 3: Instruction**  
**Component 3e: Demonstrating Flexibility and Responsiveness**

Elements: Lesson Adjustment • Response to students  
 • Persistence

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Lesson Adjustment</b>	Teacher adheres rigidly to an instructional plan, even when a change will clearly improve a lesson.	Teacher attempts to adjust a lesson, with mixed results.	Teacher makes a minor adjustment to a lesson, and the adjustment occurs smoothly.	Teacher successfully makes a major adjustment to a lesson.
<b>Response to Students</b>	Teacher ignores or brushes aside students' questions or interests.	Teacher attempts to accommodate students' questions or interests. The effects on the coherence of a lesson are uneven.	Teacher successfully accommodates students' questions or interests.	Teacher seizes a major opportunity to enhance learning, building on a spontaneous event.
<b>Persistence</b>	When a student has difficulty learning, the teacher either gives up or blames the student or the environment for the student's lack of success.	Teacher accepts responsibility for the success of all students but has only a limited repertoire of instructional strategies to use.	Teacher persists in seeking approaches for students who have difficulty learning, possessing a moderate repertoire of strategies.	Teacher persists in seeking effective approaches for students who need help, using an extensive repertoire of strategies and soliciting additional resources from the school.

**Domain 4: Professional Responsibilities**

**Component 4a: Reflecting on Teaching**

Elements: Accuracy • Use in future teaching

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Accuracy</b>	Teacher does not know if a lesson was effective or achieved its goals, or profoundly misjudges the success of a lesson.	Teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional goals were met.	Teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its goals and can cite general references to support the judgment.	Teacher makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which it achieved its goals, citing many specific examples from the lesson and weighing the relative strength of each.
<b>Use in Future Teaching</b>	Teacher has no suggestions for how a lesson may be improved another time.	Teacher makes general suggestions about how a lesson may be improved.	Teacher makes a few specific suggestions of what he may try another time.	Drawing on an extensive repertoire of skills, the teacher offers specific alternative actions complete with probable successes of different approaches.

**Domain 4: Professional Responsibilities**

**Component 4b: Maintaining Accurate Records**

Elements: Student completion of assignments • Student progress in learning  
• Non-instructional records

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Student Completion of Assignments</b>	Teacher's system for maintaining information on student completion of assignments is in disarray.	Teacher's system for maintaining information on student completion of assignments is rudimentary and only partially effective.	Teacher's system for maintaining information on student completion of assignments is fully effective.	Teacher's system for maintaining information on student completion of assignments is fully effective. Students participate in the maintenance of records.
<b>Student Progress in Learning</b>	Teacher has no system for maintaining information on student progress in learning, or the system is in disarray.	Teacher's system for maintaining information on student progress in learning is rudimentary and partially effective.	Teacher's system for maintaining information on student progress in learning is effective.	Teacher's system for maintaining information on student progress in learning is fully effective. Students contribute information and interpretation of the records.
<b>Non-instructional Records</b>	Teacher's records for non-instructional activities are in disarray, resulting in errors and confusion.	Teacher's records for non-instructional activities are adequate, but they require frequent monitoring to avoid error.	Teacher's system for maintaining information on non-instructional activities is fully effective.	Teacher's system for maintaining information on non-instructional activities is highly effective, and students contribute to its maintenance.

**Domain 4: Professional Responsibilities**  
**Component 4c: Communicating with Families**

Elements: Information about the instructional program • Information about individual students  
 • Engagement of families in the instructional program

Element	Level of Performance											
	Unsatisfactory			Basic			Proficient			Distinguished		
<b>Information About the Instructional Program</b>	Teacher provides little information about the instructional program to families.			Teacher participates in the school's activities for parent communication but offers little additional information.			Teacher provides frequent information to parents, as appropriate, about the instructional program.			Teacher provides frequent information to parents, as appropriate, about the instructional program. Students participate in preparing materials for their families.		
<b>Information About Individual Students</b>	Teacher provides minimal information to parents and does not respond or responds insensitively to parent concerns about students.			Teacher adheres to the school's required procedures for communicating to parents. Responses to parent concerns are minimal.			Teacher communicates with parents about students' progress on a regular basis and is available as needed to respond to parent concerns.			Teacher provides information to parents frequently on both positive and negative aspects of student progress. Response to parent concerns is handled with great sensitivity.		
<b>Engagement of Families in the Instructional Program</b>	Teacher makes no attempt to engage families in the instructional program, or such attempts are inappropriate.			Teacher makes modest and inconsistently successful attempts to engage families in the instructional program.			Teacher's efforts to engage families in the instructional program are frequent and successful.			Teacher's efforts to engage families in the instructional program are frequent and successful. Students contribute ideas for projects that will be enhanced by family participation.		

**Domain 4: Professional Responsibilities**  
**Component 4d: Contributing to the School and District**  
 Elements: Relationships with colleagues • Service to the school  
 • Participation in school and district projects

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Relationships with Colleagues</b>	Teacher's relationships with colleagues are negative or self-serving.	Teacher maintains cordial relationships with colleagues to fulfill the duties that the school or district requires.	Support and cooperation characterize relationships with colleagues.	Support and cooperation characterize relationships with colleagues. Teacher takes initiative in assuming leadership among the faculty.
<b>Service to the School</b>	Teacher avoids becoming involved in school events.	Teacher participates in school events when specifically asked.	Teacher volunteers to participate in school events, making a substantial contribution.	Teacher volunteers to participate in school events, making a substantial contribution, and assumes a leadership role in at least some aspect of school life.
<b>Participation in School and District Projects</b>	Teacher avoids becoming involved in school and district projects.	Teacher participates in school and district projects when specifically asked.	Teacher volunteers to participate in school and district projects, making a substantial contribution.	Teacher volunteers to participate in school and district projects, making a substantial contribution and assumes a leadership role in a major school or district project.

**Domain 4: Professional Responsibilities**  
**Component 4e: Growing and Developing Professionally**  
 Elements: Enhancement of content knowledge and pedagogical skill • Service to the profession

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Enhancement of Content Knowledge and Pedagogical Skill</b>	Teacher engages in no professional development activities to enhance knowledge or skill.	Teacher participates in professional activities to a limited extent when they are convenient.	Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.	Teacher seeks out opportunities for professional development and makes a systematic attempt to conduct action research in his classroom.
<b>Service to the Profession</b>	Teacher makes no effort to share knowledge with others or to assume professional responsibilities.	Teacher finds limited ways to contribute to the profession.	Teacher participates actively in assisting other educators.	Teacher initiates important activities to contribute to the profession, such as mentoring new teachers, writing articles for publications and making presentations.

**Domain 4: Professional Responsibilities**

**Component 4f: Showing Professionalism**

Elements: Service to students • Advocacy  
• Decision-making

Element	Level of Performance			
	Unsatisfactory	Basic	Proficient	Distinguished
<b>Service to Students</b>	Teacher is not alert to students' needs.	Teacher's attempts to serve students are inconsistent.	Teacher is moderately active in serving students.	Teacher is highly proactive in serving students, seeking out resources when necessary.
<b>Advocacy</b>	Teacher contributes to school practices that result in some students being ill served by the school.	Teacher does not knowingly contribute to some students being ill served by the school.	Teacher works within the context of a particular team or department to ensure that all students receive a fair opportunity to succeed.	Teacher makes a particular effort to challenge negative attitudes and helps ensure that all students, particularly those traditionally underserved, are honored in the school.
<b>Decision Making</b>	Teacher makes decisions based on self-serving interests.	Teacher's decisions are based on limited though genuinely professional considerations.	Teacher maintains an open mind and participates in team or departmental decision-making.	Teacher takes a leadership role in team or departmental decision-making and helps ensure that such decisions are based on the highest professional standards.

Adapted from: *Enhancing Professional Practice: A Framework for Teaching*, Charlotte Danielson, ASCD, Alexandria, Virginia, 1996.

**Monona Grove School District**  
***Pre-Observation***  
***Conference Discussion***

Teacher: \_\_\_\_\_

Observer: \_\_\_\_\_

Grade/Subject: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

**Please complete prior to your observation and retain for your personal records.**

Concept/Topic being taught:

- What are your goals for the lesson? What do you expect the students to learn?
  
- How do your lesson objectives support the district's curriculum?
  
- Briefly describe the students in the class, including those with special needs or talents.
  
- How do you plan to engage students in the lesson? What will the students do? Include time estimates for each component of the lesson.
  
  
  
  
  
  
  
  
  
  
- How do you plan to assess student achievement of the lesson's goal(s)? What procedure(s) will you use? How will you use the results of this assessment? (Attach any tests or performance tasks, with accompanying scoring guides or rubrics).



# MONONA GROVE SCHOOL DISTRICT

Summative Assessment Record of: \_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
 Date(s) of Observation

\_\_\_\_\_  
 Years of District Employment

\_\_\_\_\_  
 Principal's Signature

\_\_\_\_\_  
 School

## TEACHING PERFORMANCE

Signature on final page indicates review of the assessment. A response to this assessment may be attached and will be sent to the district office and become a part of the personnel file.

### Domain 1: Planning and Preparation

<b><u>Demonstrating Knowledge of Content and Pedagogy</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Knowledge of Content Knowledge of Prerequisite Relationships Knowledge of Content-Related Pedagogy				
<b><u>Demonstrating Knowledge of Students</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Knowledge of Characteristics of Age Group Knowledge of Students' Varied Approaches to Learning Knowledge of Students' Skills & Knowledge Knowledge of Students' Interests & Cultural Heritage				
<b><u>Selecting Instructional Goals</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Value Clarity Suitability for Diverse Students Balance				
<b><u>Demonstrating Knowledge of Resources</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Resources for Teaching Resources for Students				
<b><u>Designing Coherent Instruction</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Learning Activities Instructional Materials and Resources Instructional Groups Lesson and Unit Structure				
<b><u>Assessing Student Learning</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Congruence with Instructional Goals Criteria and Standards Use for Planning				

*\*Definitions on page 26*

Summative Assessment

**Domain 2: The Classroom Environment**

<b><u>Creating an Environment of Respect and Rapport</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Teacher Interactions with Students Student Interaction				
<b><u>Establishing a Culture for Learning</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Importance of the Content Student Pride in Work Expectations for Learning and Achievement				
<b><u>Managing Classroom Procedures</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Management of Instructional Groups Management of Transitions Management of Materials and Supplies Performance of Non-instructional Duties Supervision of Volunteers and Paraprofessionals				
<b><u>Managing Student Behavior</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Expectations Monitoring of Student Behavior Response to Student Behavior				
<b><u>Organizing Physical Space</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Safety and Arrangement of Furniture Accessibility to Learning and Use of Physical Resources				

**Domain 3: Instruction**

<b><u>Communicating Clearly and Accurately</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Directors and Procedures Oral and Written Language				
<b><u>Using Questioning and Discussion Techniques</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Quality of Questions Discussion Techniques Student Participation				
<b><u>Engaging Students in Learning</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Representation of Content Activities and Assignments Grouping of Students Instructional Materials and Resources Structure and Pacing				
<b><u>Providing Feedback to Students</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Quality: Accurate, Substantive, Constructive, and Specific Timelines				
<b><u>Demonstrating Flexibility and Responsiveness</u></b>	Unsatisfactory	Basic	Proficient	Distinguished
Lesson Adjustment Response to Students Persistence				

*\*Definitions on page 26*

## Summative Assessment

### Domain 4: Professional Responsibilities

<b><u>Reflecting on Teaching</u></b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
Accuracy Use in Future Teaching				
<b><u>Maintaining Accurate Records</u></b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
Student Completion of Assignments Student Progress in Learning Non-instructional Records				
<b><u>Communicating with Families</u></b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
Information about the Instructional Program Information about Individual Students Engagement of Families in the Instructional Program				
<b><u>Contributing to the School and District</u></b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
Relationships with Colleagues Service to the School Participation in School and District Projects				
<b><u>Growing and Developing Professionally</u></b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
Enhancement of Content Knowledge and Pedagogical Skill Service to the Profession				
<b><u>Showing Professionalism</u></b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
Service to Students Advocacy Decision Making				

#### Definitions:

**Unsatisfactory:** The teacher does not yet appear to understand the concepts underlying the component.

**Basic:** The teacher appears to understand the concepts underlying the component and attempts to implement its elements. Implementation is intermittent or otherwise not always successful.

**Proficient:** The teacher clearly understands the concepts underlying the component and implements it well.

**Distinguished:** Teachers at this level are master teachers and make a contribution to the field, both in and outside their school.

**Summative Assessment**

**Comments:**

**Overall Assessment of teacher for continued employment:**

**Has teacher received a copy of this assessment?            Yes            No**

**If so, please ask the teacher to sign acknowledging receipt of this assessment.**

\_\_\_\_\_  
**Signature of Teacher**

\_\_\_\_\_  
**Date**

**The next summative assessment will occur during the \_\_\_\_\_ school year.**

***Monona Grove School District***  
**Year-End Reflections**

Teacher Name: \_\_\_\_\_ School Year \_\_\_\_\_

**Reflection is defined as “the process of thinking about and critically analyzing one’s own teaching practices in order to improve student learning”.**

**Reflection on Teaching and Learning**

Think about your professional experiences over the past year and be prepared to discuss the following questions.

- What were the results of your professional growth this year in each domain?
- How has your progress this year changed your teaching practices?
- What was the impact your work had on student learning?
- What will you do differently in the future as a result of your experiences this year?

**Reflection of Goals**

- What progress did you make toward each goal this year?
- Will you modify, change or continue each goal next year? Why?

**Other Information**

Are there any other professional contributions or accomplishments that you would like to share?

**Monona Grove School District  
Individual Professional Development Plan**

Teacher's Name \_\_\_\_\_ Team Members: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Building: \_\_\_\_\_ Subject/Grade \_\_\_\_\_ Step: 1 2 3 4 5

Year of License Renewal \_\_\_\_\_

<p><b>Instructions: All certified teachers are required to develop a plan for professional growth. Plans must include a goal from Domain 3: Instruction, and one other goal chosen from one of the remaining three domains.</b></p>
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<p><b>Goal 1 Domain 3: Instruction</b></p>	
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Describe how this will improve student learning.

**DOMAIN 3: INSTRUCTION**

Methods & Strategies	
Timeline	
Resources & Support	
Indicators of Progress	

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**Individual Professional Development Plan – page 2**

<b>Goal 2: Domain</b> _____	
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Describe how this will improve student learning.

**DOMAINS (circle one)**

1. Planning and Preparation    2. The Classroom Environment    4. Professional Responsibilities

Methods & Strategies	
Timeline	
Resources & Support	
Indicators of Progress	

**Starting date of plan** \_\_\_\_\_ **Today's date** \_\_\_\_\_

**Teacher's Signature** \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_

Makes copies of this completed form. Give them to: 1) Principal and 2) Team Members. Retain original for your personal file.