

**LAKWOOD PUBLIC SCHOOLS**  
**Instructional Specialist**  
**FORMAL OBSERVATION SUMMARY FORM**

Teacher \_\_\_\_\_ Grade/Subject \_\_\_\_\_

School \_\_\_\_\_ Tenured \_\_\_\_\_ Non-Tenured \_\_\_\_\_

Date of Observation \_\_\_\_\_ Pre-Observation Conference Date: \_\_\_\_\_

Post Conference Date \_\_\_\_\_ Evaluator \_\_\_\_\_

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**LESSON SUMMARY**

**Objective:**

**Summary:**

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**OBSERVATION SCORING SUMMARY FORM**

Indicate the overall rating for each Domain as [D] Distinguished, [P] Proficient, [B] Basic, [U]Unsatisfactory.

**Domain 1: Planning and Preparation** \_\_\_\_\_

**Domain 3: Instruction** \_\_\_\_\_

**Domain 2: The Classroom Environment** \_\_\_\_\_

**Domain 4: Professional Responsibilities** \_\_\_\_\_

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**Signatures**

\_\_\_\_\_

**Print Observer/Title**

\_\_\_\_\_

**Signature of Observer/Title**

\_\_\_\_\_

**Print Teacher**

\_\_\_\_\_

**\*Signature of Teacher**

\_\_\_\_\_

**Print Witness**

\_\_\_\_\_

**\*\*Signature of Witness**

\_\_\_\_\_

**Date**

\*Signature of teacher indicates receipt of evaluation and does not indicate approval or disapproval.

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\*\* Witness signature may be needed in particular circumstances.

**DOMAIN 1: PLANNING AND PREPARATION**

COMPONENT	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
1a: Demonstrating knowledge of current trends in specialty area and professional development				
1b: Demonstrating knowledge of the school's program and levels of teacher skill in delivering that program				
1c: Establishing goals for the instructional support program appropriate to the setting and the teachers served				
1d: Demonstrating knowledge of resources, both within and beyond the school and district				
1e: Planning the instructional support program, integrated with the overall school program				
1f: Developing a plan to evaluate the instructional support program				
DOMAIN 1 TOTAL				

<p><b>Domain 1 PLANNING AND PREPARATION COMMENTS:</b>  <b>EVIDENCE</b></p>     
<p><b>RECOMMENDATION:</b></p>     

**DOMAIN 2: THE CLASSROOM ENVIRONMENT**

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
2a Creating an environment of trust and respect				
2b: Establishing a culture for ongoing instructional improvement				
2c: Establishing clear procedures for teachers to gain access to instructional support				
2d: Establishing and maintaining norms of behavior for professional interactions				
2e: Organizing physical space for workshops or training				

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DOMAIN 2	TOTAL			
<b>Domain 2 THE CLASSROOM ENVIRONMENT COMMENTS:</b>				
<b>EVIDENCE</b>				
<b>RECOMMENDATION:</b>				

**DOMAIN 3: INSTRUCTION**

COMPONENTS	UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
3a: Collaborating with teachers in the design of instructional units and lessons				
3b: Engaging teachers in learning new instructional skills				
3c: Sharing expertise with staff				
3d: Locating resources for teachers to support instructional improvement				
3e: Demonstrating flexibility and responsiveness				
Domain 3 <span style="float: right;">TOTAL</span>				

<b>Domain 3 INSTRUCTION COMMENTS:</b>				
<b>EVIDENCE</b>				
<b>RECOMMENDATION:</b>				

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**DOMAIN 4: PROFESSIONAL RESPONSIBILITIES**

<b>COMPONENTS</b>	<b>UNSATISFACTORY</b>	<b>BASIC</b>	<b>PROFICIENT</b>	<b>DISTINGUISHED</b>
4a: Reflecting on practice				
4b: Preparing and submitting budgets and reports				
4c: Coordinating work with other instructional specialists				
4d: Participating in a professional community				
4e: Engaging in professional development				
4f: Showing professionalism, including integrity and confidentiality				
DOMAIN 4 TOTAL				
<b>Domain 4 PROFESSIONAL RESPONSIBILITIES COMMENTS:</b>				
<b>EVIDENCE</b>				
<b>RECOMMENDATION:</b>				