

CENTRAL COLUMBIA SCHOOL DISTRICT

**TEACHERS' AND ADMINISTRATORS'  
GUIDELINES FOR  
FORMAL CLASSROOM VISITATIONS AND TEACHER EVALUATION**

Classroom visitations and lesson evaluation by school principals are an essential part of the professional development of teaching personnel in the Central Columbia School District.

The record for visitations, as well as other anecdotal records of the school principals, along with being a useful tool in helping good teachers to be better teachers and excellent teachers to recognize what makes them excellent, also serves as a basis for the annual completion of PDE Form 5501 or PDE Form 426.

**WHO WILL BE OBSERVED AND HOW OFTEN?**

Each subject area teacher or classroom teacher who is a permanent professional employee should have at least 14 "Walk-Through" visitations every school year. If the opportunity is available for more Walk-Through visitations and at least one formal visitation, then by all means more should be done.

Each subject area teacher or classroom teacher who is a temporary professional employee or a permanent substitute teacher should receive at least two formal classroom visitations during the school year; one per semester; in addition to the 14 "Walk-Through" visitations. Every effort, however, should be made to complete more than two formal visitations during the school year with **this** category of employee.

**WHO WILL DO THE OBSERVATIONS?**

The building principal will be responsible for ensuring that these visitations are done. In most cases the building principal will do the visitation, however, **they** may delegate part of these **responsibilities** to assistant principals or other certified evaluator employees. In some cases the superintendent and/or curriculum coordinator will also perform these formal visitations or the administrative team members may be asked to perform consultative visitations.

**WHAT TOOLS WILL BE USED IN THE VISITATIONS?**

The evaluator will have in their possession at the visitation: (1) a blank copy of the classroom observation form #1; or (2) a blank copy of the Walk Through observation form #2 (may be electronic); or (3) a copy of the "Look Fors/Ask Abouts" form.

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The teacher is encouraged to provide the visitor with a classroom seating chart when entering the classroom for the visitation and will provide a copy of the EATS or applicable lesson plan.

WHAT FOLLOW-UP WILL THERE BE FROM THE VISITATION?

IF A FORMAL OBSERVATION:

The evaluator will provide the teacher with a completed copy of the visitation report and the evaluator and teacher will discuss areas of strengths or weaknesses, and develop a plan for improvement where needed.

Each teacher will sign the visitation form. The original form will be kept on file by the administration and the teacher will be given a Xerox copy for their use to assist in self-planning for professional development.

IF A WALK-THROUGH OBSERVATION:

The evaluator will meet with each teacher individually or in a group once every **four** cycles to reflect upon the data gathered through the Walk-Through observations.

WHAT RELATIONSHIP DOES THE CLASSROOM VISITATION HAVE TO PDE FORM 5501 OR PDE FORM 426?

The classroom visitation record is just one item which may be used in the completion of PDE Form 5501 or 426 by the administration.

The primary purpose of the classroom visitation form is to assist the teacher in maintaining or developing high quality daily lessons on a consistent basis. The primary purpose of PDE 5501/426 is to rate the teacher in total professional performance both in and out of the classroom.

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HOW WILL THE PDE 5501 BE SCORED?

The following indicates the various scoring ranges and what they mean:

- a. Rating I – 80 Points  
SATISFACTORY – Written or verbal comments may be made at raters discretion but are not required by the school district.
  
- b. Rating II – 75 Points  
SATISFACTORY BUT WITH QUALIFICATION –  
If this rating is made the rater will be expected to have some documentation available.
  
- c. Rating III – 65-70 Points  
SATISFACTORY BUT CONSIDERABLE IMPROVEMENT IS NEEDED –  
The school district will expect the rater to have substantial documentation available when making this rating.
  
- d. Rating IV – 60 Points or below
  - (1) UNSATISFACTORY –  
It will be expected by the school district, that the rater have substantial cumulative documentation available when making this rating. In follow-up evaluations, two raters may be involved.
  
  - (2) It is possible that a gross deficiency in a single category might be sufficiently serious to warrant a total rating of unsatisfactory.

## HOW WILL PDE 5501 INDIVIDUAL CATEGORIES BE SCORED?

The form is separated into four categories that describe components perceived as representing effective teachers. These categories include: (1) personality; (2) preparation; (3) technique, and (4) pupil reaction. A maximum of 20 points can be assigned to each of these categories.

Any rating of less than 20 points in each category will be supported with appropriate anecdotal records.

The following category rating scale will be used:

A. NEEDS IMPROVEMENT – minus 5 points

This indicates that the teacher is, on the whole, performing satisfactorily, but needs to improve in some specific area. Minimal documentation will be available to support this rating.

B. POOR PERFORMANCE – minus 10 points

This indicates that the teacher is having problems in more than one evaluation area, but is still performing satisfactorily at the most minimal level. Substantial documentation will be available to support this rating.

C. VERY POOR PERFORMANCE – minus 15 points

This indicates that the continuation of employment is very questionable without considerable effort and change on the teacher's part. Cumulative documentation will be available to support this rating.

D. UNSATISFACTORY PERFORMANCE – minus 20 points

This indicates that the teacher's performance must change immediately and drastically in this category to warrant continuation of employment. Substantial cumulative documentation will be available to support this rating, and after the first rating, two raters may be used to make this determination. Two or more unsatisfactory ratings could result in initiation of dismissal actions.

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WHEN WILL THE PDE 5501 BE COMPLETED AND WILL THE TEACHER SEE IT?

In most cases the PDE 5501 will be completed near the end of the academic year, however, where performance is rated less than 80, several PDE 5501 may be completed during one school year. The teacher will have an opportunity to review and discuss this evaluation if their total points are at least 80 (satisfactory without qualification.)

If a teacher's rating is less than 80, the teacher will be scheduled for an evaluation review and discussion; and where performance is poor or very poor the administration will develop a plan with the teacher on ways to increase the rating in the coming academic year.

The ratings will, under no conditions, be changed or removed from permanent district office records once the evaluation review has been completed, however, future higher ratings will reflect the teacher's improvement if such is the case.