

Peer Observation of an Initially Licensed Teacher (ILT)

Note: An Initially Licensed Teacher is one who does not have a continuing license or career status.

- ◆ Administrator assigns a peer observer to an ILT.
- ◆ Peer observer contacts ILT to establish a date and time for the observation and to schedule a pre-observation conference.
- ◆ Peer observer and ILT hold a pre-observation conference in which they discuss the lesson plan, what the observer should expect to see, and any information that will help clarify details about the upcoming observation.
- ◆ Observation takes place; the peer observer scripts everything said by the teacher, student, and parent. Scripting can be done with pen and paper or using a laptop.
- ◆ Peer observer and ILT schedule a Post-Observation Dialogue to be held within 10 working days of the observation.
- ◆ Using the SERVE Post-Observation Dialogue form, the peer analyzes the script looking for practices to substantiate the four areas focused on in the Post-Observation Dialogue form.
- ◆ The peer observer documents those practices in narrative statements on the form using objective, nonjudgmental language (avoiding opinion).
- ◆ Needs should only be addressed under “*Suggestions for Improvement...*,” and limited to a manageable number rather than an overwhelming number.
- ◆ The observer, ILT, and mentor, if possible, meet to discuss the observation.
- ◆ After signatures, a copy of all the paperwork is given to the ILT and the original is given to the administrator (who does not take part in the conferences).
- ◆ Required documents consist of the script and the SERVE Observation Form.
- ◆ This observation is not used by the administrator for the completion of the Profile of Performance.