

Cincinnati Federation of Teachers



Cincinnati Federation of Office Professionals

Local 1520 | AFT | OFT | AFL-CIO

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Announced Observation Process

Teachers who are going through the full evaluation process will have two formal (entire class period) observations and two informal (10-15 minute walkthrough) observations. One of the formal observations will be an announced observation that includes a pre-conference and post-conference.

1. The evaluator and teacher should collaboratively decide on a date and time for the announced observation to occur.
2. They will also determine a date and time to meet for the pre-conference that is prior to the announced observation and far enough out (at least a week) for the teacher to adequately prepare their pre-conference documentation in eTPES.
3. The teacher will complete their pre-conference documentation in eTPES (use the OTES rubric as a guide for drafting responses to the prompts) and enter their PIN so that the evaluator will be able to access it.
4. The teacher and evaluator meet to discuss the pre-conference documentation and plan for the lesson scheduled to be observed. The evaluator will provide any feedback or suggestions that might be relevant to the teacher. They will also record evidence from the form and the conversation in eTPES.
5. The announced observation will take place.
6. Within **fifteen** days, the evaluator will submit the observation report in eTPES.
7. The teacher and administrator will schedule an opportunity to meet for the post-conference that is far enough out for the teacher to prepare any documented response that they feel is necessary for the conversation.
8. During the post-conference, the evaluator and teacher will reflect on the lesson that was observed and any written post-conference documentation. The evaluator will record any additional evidence that is available from the conversation or form.