FAQ

1. **What happens if a teacher cancels on you the day of the observation?**

Remain calm and supportive. Immediately schedule a new day and time for the observation.

1. **What happens if you KNOW the teacher is teaching content incorrectly?**

Note the misconception in your observation notes and address this during the reflection meeting. Use this as a teachable moment in the reflection on how to appropriately reteach content when a mistake is made. Teachers are human.

1. **What do I do if I feel uncomfortable during the observation? (i.e there is a fight, the teacher leaves the room, etc.)**

If appropriate, speak up and let the teacher know, otherwise touch base with a building level administrator before you leave. Follow up in the reflection meeting.

1. **What if the teacher's set goal or activity is not observed?**

Continue taking notes on what you observe. Then during the reflection meeting, review the lesson observed and set new goal(s) with the teacher. Schedule another observation, if necessary.

1. **What if the teacher is obviously not prepared for the observation?**

If appropriate, schedule the observation for a later time. If rescheduling is not an option, prepare for the reflection meeting by creating questions to use to help the teacher reflect on how preparation could have yielded a better lesson outcome.

1. **What if you feel like your location in the classroom is a distraction to the students?**

Use your best judgment to suggest a location that is out of the way, but always defer to the teacher's preferences.

1. **Should I interact with students during the observation?**

Interactions with students should be positive, but always wait to be invited by the teacher to participate first.

1. **Should I address disciplinary issues during the observation?**

Minor issues can be noted and reported to the teacher after the observation. Address larger disciplinary issues only if that is a specified expectation of your current position.

1. **Can teachers request additional observations?**

Of course! If your schedule permits additional time spent in the teacher’s classroom, feel free to stay for an additional class period. If not, offer to schedule a time to come back when the teacher is doing a similar activity.