

## 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.

### 2. 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.

### 3. 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.

### 4. 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.

### 5. 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.

### 6. 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.

### 7. 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.

### 8. 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.

### 9. 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.

