

Ichabod Crane Central School District
Formal Observation: Post-Observation Conference
Domain Four: Professional Responsibilities
Tenured Teachers

Teacher _____ Post-Obs. Date _____

The tenured teacher will bring the following documents to the post-observation conference:

1. Evidence of student learning (eg. completed student: assessments, assignments, written work)
2. Completed reflection – 4a below
3. Completed checklist – 4b – 4e below; additional evidence will be provided if requested by the evaluator

Domain 4a: Teacher Reflection:

In reflection of your lesson:

- a. How would you describe the success of your lesson? Did the students learn what you intended them to learn? How do you know? How do the student work samples support your conclusions?
- b. During the lesson, did you depart from your intended plan? If so, why? What would you do differently if you had the opportunity to teach this lesson again to the same group of students?

Domain 4a Rating:	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
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Domain 4b: Maintaining Accurate Records

Indicate your system(s) for maintaining information on student completion of assignments, student progress on learning, and non-instructional record-keeping.

Check all that apply:

- SchoolTool attendance
- SchoolTool gradebook
- Traditional gradebook
- Google Docs/Sheets grade level documents
- Teacher-created charts and logs
- SBIT/CST/RTI Records
- AIMSWEB progress monitoring
- IEP Direct

- Student Folders
- Student Portfolios/Journals
- Calendar of Assignments
- Student Sign-up sheets
- Student independent recording of assignment completion
- Listing/Posting of missing or overdue assignments
- Rubric Scoring
- Class lists/ checklists
- Wall Charts
- E-mail
- Other (describe) _____
- Other (describe) _____
- Other (describe) _____

Comment(s) from teacher (optional):

Domain 4b Rating:	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
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Domain 4c: Communicating with Families

Indicate your methods of communicating with families concerning the instructional program and the progress of students toward learning goals.

Check all that apply:

- CSE Annual Reviews
- Open House
- Family Survey
- Parent/Teacher Conferences
- Quarterly/Trimester Progress Reports
- Quarterly/Trimester Report Cards
- Parent Portal
- Families invited to school events
- Parent volunteers in school
- Telephone Conferences
- E-mails to families
- Handwritten notes/letters/correspondence
- Home-School communication logs
- Warning Notices
- Remind App
- Website
- Student Planner

- Home/school Folder
- Class/Team/Grade Level Newsletter
- Behavior/Effort Charts
- Student presentations to parents
- Student-created newsletter, webpage or blog
- Student completed projects with family involvement
- Summer Reading Lists
- Other (describe) _____
- Other (describe) _____
- Other (describe) _____

Comment(s) from teacher (optional):

Domain 4c Rating:	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
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Domain 4d: Participating in Professional Community

Describe your role in the district professional community this school year.

Check all that apply:

- Building Faculty meetings participant
- Grade Level/ Team / Department meetings participants
- Member of a curriculum committee
- Collaboration Meetings
- Building-Level Committees
 - Scheduling
 - CST/SBIT
 - CSE/504
 - Other: _____
- Teacher-Leader Role
- Extra-Curricular Activities
- Club Advisor
- Community Service project organizer or participant
- Open House(s)
- Chaperoning School Events
- Presenter/Facilitator/Trainer for in-district workshop/course
- Backpack Program
- DARE
- PTA meetings participant
- Special school events such as math night: _____
- Mentor to new teacher
- Cooperating teacher for student teacher
- Co-teacher (SPED, ELL, AIS)

- Mentor to a student
- Committee Member
 - Professional Development Committee
 - Mentor Committee
 - Wellness Committee
 - Technology Committee
 - APPR Committee
 - Strategic Planning Committee
 - Other: _____
 - Other: _____
- Community Events: _____
- ELL Fiesta organizer/participant
- Graduation/Moving Up ceremonies
- ICTA New teacher buddy
- Other (describe) _____
- Other (describe) _____
- Other (describe) _____

Comment(s) from teacher (optional):

Domain 4d Rating:	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
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Domain 4e: Growing and Developing Professionally

Indicate your participation in or plan for professional development this school year.
Check all that apply:

- Superintendent's conference day offerings
- Early Dismissal Day for PD offerings
- Tech Tuesday Workshop(s)
- Therapeutic Crisis Intervention training
- Mentor Training
- Summer District Workshop(s): _____
- Conference Attendance
 - Title _____
 - Title _____
- Professional Reading (describe) _____
- Subscription to Professional Journals/Periodicals
- Member of a Professional Organization (name) _____
- Scoring State Assessments
- Evaluating/Updating Curriculum
- Summer curriculum work

- Adult Education Class
- Graduate/post-graduate course
 - Title _____
 - Title _____
- In-service course
 - Title _____
 - Title _____
- Teacher Portfolio
- Videotapes of teaching reviewed
- Peer reviews or visitations
- Other (describe) _____
- Other (describe) _____
- Other (describe) _____

Comment(s) from teacher (optional):

Domain 4e Rating:	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
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Domain 4f: Professionalism (no response needed)

Domain 4f Rating:	Highly Effective (4)	Effective (3)	Developing (2)	Ineffective (1)
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Respectfully submitted,

Teacher

Date

Completed,

Evaluator

Date