

WCT APPR 3012-D Observation Protocol

I. Observations

1. All WCT Members will be observed in accordance with the District's NYSED approved 3012-d APPR plan. WCT members may be observed more than the indicated number of times. The member shall be given notice of what will be observed and provided the opportunity to discuss with the administrator prior to the next observation.
2. All classroom observations shall be conducted no earlier than the 11th day of student attendance at the start of the school year in September and should conclude no later than 10 days prior to the first scheduled date for High School Regents Examinations in June.
3. All announced observations will be up to 45 minutes in duration; all unannounced observations will be a minimum of 20 minutes in duration and not to exceed 40 minutes in duration.
4. Administrators conducting observations may indicate to the unit member a window in which the unannounced observation will occur.
5. For any observation, if the subcomponent of any domain is not observed by the evaluator, the subcomponent shall not be counted and an average will be calculated without that subcomponent having a bearing on the average score.
6. For the announced observation, Domains 1 and 4 will be discussed through a pre and post conference with the unit member and the administrator
7. For the unannounced observation, evaluators will observe Domains 2 and 3, and report only the subcomponents that were observed. A post conference is optional for tenured teachers who score effective or highly effective.
8. Tenured teachers evaluated under 3012-d will receive at least one announced observation worth 90% of the teacher's observation category, completed by their building administrator, and at least one unannounced observation, worth 10% of the teacher's observation category.
9. For ICT classrooms, observations of both the regular education and special education teachers may occur simultaneously provided the following circumstances are agreed upon prior to the observation.
 - a. Both the general education teacher and special education teacher agree to have the observation completed simultaneously.
 - b. The Administrator agrees to conduct the observation simultaneously.
 - c. If either the teachers or administrator do not agree to a simultaneous observation, then each unit member will be observed individually.
10. Within ten days of the formal observation, the unit member and the administrator must meet to discuss the post-observation form. A completed evaluation must be submitted to the unit member within five days of the post-observation meeting.

11. Any comments (optional) to be added to the Observation form by the unit member must be completed and submitted within five days of receipt of the completed observation.
12. The District will ensure that the training and certification of its lead evaluators will be in accordance with the requirements prescribed in the Commissioner's Regulations.