

***** Tools for OTES *****

Teachers prior to 1st pre-conference

- Self-assessment pages 27-28
- Review of standards pages 53-59

Evaluator prep for pre-conference

- Review/create professional growth plan page 29
- Review/create improvement plan pages 30-32
- Review lesson plan
- Develop questions pages 33-34

Pre-Conference

- Questioning
- Note-taking of evidence
- Review/create professional growth plan pages 29-32
Or improvement plan (on any ineffective area or below student growth)

Observation

- Scripting

***** Prep for Post Conference *****

OTES "Look For Sheet"

Sorting/categorizing evidence and rating → rubric pages 37-44

- Select reinforcement page 164
- Select refinement page 165
- Develop questions pages 35-36

***** Post Conference *****

- Questioning – self-reflection pages 35-36
- Communicate rating page 50 (etpes)

***** Informal Observation/Walk-Throughs *****

- Gather additional evidence pages 47-48