

**D. Observation Report – Observation 1**

*This form is to be filled out by the licensed staff and submitted to the evaluator prior to the pre-observation conference.*

**Licensed Staff:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_

**Employee #:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Building:** \_\_\_\_\_

**Current position:** \_\_\_\_\_ **Date & Time** \_\_\_\_\_

Check off if the licensed staff member demonstrated proficiency in each of the five components and provide evidence where this was seen in the observation:

<b>Component:</b>	<b>Meets standard</b>	<b>Evidence that demonstrates the component</b>
3A. Communicating Clearly and Accurately	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3B. Using Questioning and Discussion Techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3C. Engaging Students in Learning	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3D. Using Feedback and Assessment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3E. Demonstrating Flexibility and Responsiveness	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Administrator Comments:

In order to receive the Q Comp observation incentive, licensed staff must meet the following standards by the end of the school year:

- P1 – Basic in all 5 components
- P2 – Proficient in at least 3 of 5 components
- P3, High Cycle – Proficient in at least 4 of 5 components

Licensed staff comments (optional):