

Logistics for Peer of Choice Observations

Peer of choice receives \$100 for each observation in recognition of the time spent preparing for the conferences and observation.

Individuals may be a peer of choice for up to 5 other teachers.

Steps in the process

1. Select the area of growth that you want to focus on during the observation.
2. Ask someone to be your peer of choice.
3. Schedule your meetings with your Q Comp peer evaluator:
 - a. Decide on when the observation will take place and what coverage is needed.
 - b. Inform your peer evaluator whom your peer of choice will be and what time your observation will take place.
 - c. Pre and post-observation meetings must include teacher, peer of choice, and peer evaluator.
 - d. Observation includes only teacher and peer of choice.
4. **Teacher** completes form E in the AHEP system prior to the pre-observation conference.
5. Pre-observation conference.
 - a. Teacher, peer of choice, and peer evaluator.
 - b. Discuss lesson and goals.
 - c. Clarify data to be collected by peer of choice.
6. Observation with peer of choice.
7. **Peer of choice** reviews collected data and prepares a summary.
8. Post-observation conference with **teacher, peer of choice, and peer evaluator**.
9. **Teacher** completes form F in AHEP after the post-observation conference.
10. **Teacher** completes form G in AHEP as a mid-year reflection. Save progress, but do not submit until you are sure you will not be a POC for anyone else.



Coverage options for peer of choice during the observation:

1. Conduct observation during prep period, be paid subbing rate for missing prep in addition to \$100 peer of choice payment.
2. Have another colleague cover your class during his or her prep. This colleague would be paid the subbing rate for missing their prep.
3. Other options may be available if needed. Contact your peer evaluator.