

OBSERVING DOMAIN 1

in INFORMAL OBSERVATIONS

Providing feedback on *Planning and Preparation* (Domain 1) in an informal observation provides classroom teachers, school counselors, and media specialists with additional opportunities to receive evidence of and input on their practice.

Collecting additional evidence and ratings in Domain 1 also provides employees and evaluators with extra data points to inform the final evaluation at the end of the year.

POINTS TO KEEP IN MIND WHEN RATING *PLANNING AND PREPARATION* (DOMAIN 1) IN AN INFORMAL OBSERVATION:

- Domain 1 components are rated **only when enough evidence is collected through observation** to fully support a rating. *The employee should **not** be asked for a lesson plan or questioned on planning in order to rate Domain 1.*
- If insufficient evidence is collected through observation to determine a rating for a Domain 1 component, the rating should be marked “Did Not Observe.”
- All rated components require comments in addition to the assigned rating.
- Comments should include evidence to support ratings and, when appropriate, feedback to enhance practice.
- Employees may provide additional information regarding the observed lesson or in response to feedback in the LTM Journal.