



OPGES Special Observation Guidance

OPGES Observation Guidance Manual

PEER Observation:

A peer observer of Other Professionals will not necessarily observe all four domains during the Peer Observation/Workplace Visit. As peer observation is for professional feedback only, no score is given, the teacher may guide the peer observer to 'look for' specific areas. Since only one peer observation is required, a peer observer very well may not see all four domains or even each component in one domain.

A peer observer does not need to be in the same content area as the observee. For example, a classroom teacher may be the peer observer for an other professional such as a librarian or counselor.

Pre-Observation Conference

A pre-observation conference is an important part of the Peer Observation process for Other Professionals. Other Professionals should make sure their peer observer has a clear understanding of the specifics of the Other Professional's Specialist Framework.

Peer observer's that work with Other Professionals should also review the Observation Guidance for Other Professionals document, which will be posted soon. Sample questions to be used during a workplace visit are provided in this document and districts may adapt or add questions in order to meet their needs.

Observation Process in OPGES

Because many other professionals may not have consistent classes or groups of children they work with, observations may look more like a site visit. The observer may not actually see the other professional working with students, especially since some other professionals work in confidential situations. The observer should be 'scripting' and taking note of exactly what they see the other professional doing during the visit. They may also note the areas the Other professional 'presents' to them during the visit. If this is work in an office setting or meeting, then script what is seen. An Other Professional should not 'make up' a lesson to teach to a class if this is not part of their regularly scheduled responsibilities. If an observer





does not 'observe' all 4 domains during the visit, during the required post observation conference the observer may ask questions and collect evidence for other domains. It is possible for a component in a domain to be marked 'NA' if it is not observed or presented during the observation process.

Pre-Observation Conferences

This is an important time for Observers of Other Professions to make sure they have a clear understanding of the specifics of the Other Professional's Specialist Framework.

Districts may choose to hold pre-observation conferences with Other Professionals to determine the "look fors" and clarify the role of the Other Professional. The pre-observation visits may occur by email, phone or other methods.

Before the scheduled observation/workplace visit, the observer needs to familiarize themselves with the framework and the information regarding the Other Professional's role.

Post-Observation Conferences

Other Professionals will meet with their observer for a post-observation conference within five school days of their observation. At this time a conversation is had where both parties come to agreement about how the evidence collected during the Other Professional's Observation/Workplace Visit aligns with their individual Specialist Framework. This is a collaborative process. During the post-observation conference, further workplace visit type questions may be asked of the other professional if some areas were not clear during the visit.

OPGES Observation Forms

The following forms are provided for districts who are not using EDS to complete observation, or who would rather have district designed forms or templates. These tools are samples or models on how to create district forms.

[Guidance Counselor Observation Tool](#)

[Instructional Specialist Observation Tool](#)

[Library Media Specialist Observation Tool](#)

[Psychologist Observation Tool](#)

[Therapeutic Specialist Observation Tool](#)

[Observation Notebook](#)

