

CLASSROOM VISITATION TRAINING GUIDELINES

The Classroom Visitation component of the Cold Spring Harbor APPR Plan is intended to be an opportunity for teachers to continue the longstanding practice of informal mentoring and classroom visitation.

This faculty meeting time was set aside to provide some general guidance from the APPR committee on the classroom visitation process.

Several pieces of information were compiled by the APPR committee as support in preparing and arranging for your classroom visit.

Suggestions for setting up the visit:

Any teacher can initiate or suggest a visit

The post-visit discussion can be as varied as the visits themselves

Discussion Points:

You may want to discuss the role you would like the visitors to play when they are in the classroom. For example, the teacher may want to ask visitors to take notes to give to the teacher or visitors can be asked by the teacher to work with a specific group of students.

Suggestions from the APPR members on possible scenarios/purposes of visits:

I attended a recent conference and learned a new strategy for teaching vocabulary in the content areas that I would love to try with my students.

I have been studying how my students talk to one another when they are meeting in small groups and I would appreciate feedback on what my colleagues notice.

Danielson Framework

We included a copy of the Danielson Framework as another possible purpose of a visit.

A teacher may want to frame the visit around one of the Danielson Domains or Components.

The 8-Point Classroom Visitation Form

- There is no expectation of meeting with an administrator or using the visit as an observation or administrative evaluation, although the teacher can invite an administrator to the visitation.
- This option requires no written report by the hosting teacher or visiting teachers.
- Once you have completed your visit, please return the signed form to your administrator, principal and/or department chair.

Cold Spring Harbor Central School District

Classroom Visitation Form

Name: _____

Check one:

Hosting Teacher _____

Visiting Teacher: _____

Date of Visit: _____

Time/Period: _____

Subject/Lesson: _____

Date of Follow-Up Discussion: _____

Background Information:

The 8 “Other Points” for Classroom Visitations is part of the Cold Spring Harbor Central School District APPR Plan 2012-2013.

The 8 “Other Points” for Classroom Visitations by trained in school peer teachers is a component of the 60 points earned by teachers in their APPR in which teachers earn points in the four Domains of the Danielson 2012 Rubric.

All teachers will receive training in peer visitation during scheduled faculty/department meetings.

The classroom visitations by peer teachers are intended to be an opportunity for teachers to engage in professional learning, such as sharing best practices, implementing new instructional strategies that integrate technology tools, etc.

The follow-up discussion is intended to provide an opportunity for collegial discussion among peers and for the teacher to receive feedback.

Directions:

- Submit this “Classroom Visitation” form to provide notification to the administrator(s) when you have completed your visit
- There is no expectation of meeting with an administrator or using the visit as an observation or administrative evaluation, although the teacher can invite an administrator to the visitation.
- No written report is required by hosting teacher or visiting teachers.
- The teachers will schedule a follow-up collegial discussion among peers and the teacher who hosted the visit.