

TEAM Observation Guidance Documents: Cover Sheet

BACKGROUND

Certain subgroups of educators, which are listed in the table below, operate in unique situations that may require additional attention to apply the TEAM evaluation model with fidelity and provide educators with meaningful feedback. As such, we have conducted numerous focus groups, with educators working in these areas, to develop additional guidance to support evaluation. The accompanying documents are meant to serve as an instructive, although not exhaustive, list of areas to which administrators should direct additional attention based on the unique instructional or service setting of the educator. These are meant to supplement, not replace, the TEAM evaluation rubric. Together, the pre-observation questions, key areas for gathering evidence, examples of evidence and artifacts, and examples of excellence present an evaluator with additional resources to use to conduct high-quality evaluations.

COMPONENTS

The accompanying documents for each educator group are broken down into two components.

1. The *Observation Guidance* document provides:

- a quick glance at some guiding questions and overarching concerns for each educator group; and
- examples of pre-observation questions, key areas to focus evidence gathering, and examples of appropriate evidence/artifacts the evaluator may collect.
 - **NOTE:** Key areas for evidence are not intended to replace the indicators in the TEAM evaluation model, but rather are more detailed guidelines for evaluating indicators that educators have identified as particularly tricky to observe.

2. The *Observation Support* document provides:

- additional context for the evaluator when considering the responsibilities of each educator,
- detailed examples to illuminate some of the key indicators and areas for evidence, and
- a platform for meaningful discussion between educators and evaluators around best practices.
 - **NOTE:** This can be especially useful for structuring pre-conference discussions.

Available observation guidance documents include:

GENERAL EDUCATOR RUBRIC	SCHOOL SERVICES PERSONNEL RUBRIC
<ul style="list-style-type: none"> • Alternative Educators • College, Career and Technical Educators (CCTE) • Early Childhood Educators • Early Literacy K-3 Educators • Gifted Educators • Interventionists • Online Educators • Special Educators 	<ul style="list-style-type: none"> • School Audiologists • School Counselors • School Psychologists • School Social Workers • Speech/Language Pathologists (SLP) • Vision Specialists

TEAM Observation Guidance: Alternative Educators

PRE-OBSERVATION QUESTIONS

1. How do you ensure that your instruction addresses the individualized behavior and curricular goals/objectives of students?
2. How do you actively engage students in learning?
3. What are the engagement strategies (individual and whole group) that you use?
4. How do you communicate expectations for student behavior?
5. What do you do to reinforce and reward student effort?
6. How do you reinforce a respectful culture?
7. What techniques do you use to encourage students to treat one another with respect?
8. How do you decide which objectives are appropriate for students?
9. When did your students arrive?
10. Are there any special circumstances in your classroom that I should know about?
11. How do you assure a safe environment in your classroom for medically fragile students? How do you follow safety plans for at-risk youth?

KEY AREAS FOR EVIDENCE

1. Instruction—Standards and Objectives
 - Alternative educator can clearly and explicitly state objectives or content standard goals for students; although the individualized nature of student work means that whole class objectives are not consistent and generally not posted.
 - There is clear evidence that most students are progressing towards mastery of objectives; although the evaluator may need to speak with individual students to determine progression toward mastery.
 - Students are engaged in the process of mastering objectives.
2. Instruction—Lesson Structure and Pacing
 - Alternative educator clearly and deliberately uses individualized strategies to deliver lessons to students (NOTE: Students in alternative classrooms vary greatly in age, grade level, subject matter focus, etc. and as such, group work or partnering may be very minimal given the lack of overlap in instructional needs).
 - Alternative educator paces individual learning activities to align with the needs of students and scaffolds instruction to meet individual needs.
 - Routines are evident and can be articulated by students.
3. Instruction—Grouping
 - The instructional group arrangement may vary based on student behavior plans and/or individual goals but will consistently maximize student understanding and learning efficiency.
 - Instructional group composition may be varied based on the individualized needs/plans of the student instead of on factors such as race, gender, ability, and age, and are composed in the best interest of the student in order to accomplish the goals of the lesson.

EXAMPLES OF EVIDENCE/ARTIFACTS

- | | |
|--|---|
| <ul style="list-style-type: none"> • Conversations with students • Daily assignment sheets, journals, and notebooks • Behavior plans/contracts • IEP • Medical assistance plan • Contraband document | <ul style="list-style-type: none"> • Student assessments • Daily goal sheets and behavior point sheets • Progress/data monitoring charts • Student projects • Safety sweep documents/checklist |
|--|---|

TEAM Observation Support: Alternative Educators

The evaluator may need to look more broadly at the alternative educator, as the alternative educator often delivers lessons in a “non-traditional” manner given individual student needs. Similarly, instructional plans are not limited to “traditional” teacher weekly plans, and as such, evaluators may find it necessary to speak or interact with students to determine if learning and thinking are taking place. Finally, student work is individualized, so standards and objectives for the whole class are not consistent and generally not posted.

I. INSTRUCTION

EXAMPLE—STANDARDS AND OBJECTIVES

Instruction—Standards and Objectives:

In the classroom, all standards and objectives may not be visibly displayed. The evaluator circulates around the room and stops to speak with individual students. The students are able to articulate which standards and objectives they are working on mastering and how their current activity helps them to meet those goals. There is also evidence of prior student work that demonstrates significant progress towards meeting their individual goals. Similarly, the alternative educator can clearly state the learning goals for individual students and differentiates instruction to meet various learning needs, styles, and strengths. Although students may be in a variety of configurations, such as students standing, lying down, working in isolation, etc., they are actively focused on their instructional tasks.

EXAMPLE—LESSON STRUCTURE AND PACING

Instruction—Lesson Structure and Pacing:

In order to meet various learning needs, educator may divide students into several small groups and assign specific tasks. Students transition with minimal loss of instructional time. Throughout the instructional time, alternative educator maintains a flexible schedule that allows him/her to address learning in the moment and adjust course based on academic performance and behavior. This may not look like a typical classroom with blocks of time devoted to solely one subject, as students have a plethora of learning goals in a range of different subjects. Simultaneous instruction is rare due to the level of differentiation needed by this particular group of students.

EXAMPLE—GROUPING

Instruction—Grouping:

Alternative educator creates groups based on what is appropriate for the individual students and what will maximize student understanding and learning efficiency. The grouping arrangement considers student behavior plans, individual student goals, and developmental appropriateness. Some groups may be composed of either individual students or an individual student paired with the alternative educator and will be focused on what is in the best interest of the student. Throughout the instructional time, the alternative educator continuously measures the classroom climate and makes grouping adjustments as necessary. All students know their roles, responsibilities, and work expectations, and are working toward accomplishing the goals of the lesson.

TEAM Observation Guidance: College, Career & Technical Educators (CCTE)

PRE-OBSERVATION QUESTIONS	
<ol style="list-style-type: none"> 1. What objectives will this lesson cover, and how is that aligned to course standards? How do these objectives fit in the scope and sequence of the current unit and course as a whole? 2. How will students demonstrate mastery of objectives? 3. How will students be grouped in this lesson? How does this maximize student learning? 4. How will you use questions to further each student's understanding of the competencies aligned to the objectives? What questions do you have planned? 5. What types of problem-solving will you teach or reinforce throughout the lesson? What should I look for in individual student work? 6. What do you want students to accomplish by the end of this lesson? 7. What will modeling look like? What concepts need modeling? 8. What problems may students encounter as they complete this task? 9. How will you know that they have accomplished/mastered the skill? 	
KEY AREAS FOR EVIDENCE	
<ol style="list-style-type: none"> 1. Instruction—Questioning <ul style="list-style-type: none"> • Teacher consistently scaffolds toward higher order questioning even when working with students on a physical task and/or at the beginning of a multi-step project. • Questions in lab setting are intentionally structured and scaffolded to increase competency of students in practiced skills regardless of students' current skill level. • Questions regularly require active responses (e.g., performing a physical skill). • Key questions are pre-planned with purpose. 	
<ol style="list-style-type: none"> 2. Instruction—Grouping Students <ul style="list-style-type: none"> • Students are intentionally and appropriately grouped to maximize learning efficiency, student understanding, and student competency attainment. • In a lab setting, grouping may be constrained by number or size of available materials, physical structure of the lab, and/or the safety requirements. 	
<ol style="list-style-type: none"> 3. Instruction—Problem-Solving <ul style="list-style-type: none"> • Teacher models and actively engages students in multiple types of problem-solving. • Students consistently employ different types of problem solving targeted to their level of mastery or their progress in producing a finished product. 	
<ol style="list-style-type: none"> 4. Planning—Assessment <ul style="list-style-type: none"> • Assessment plans have clear measurement criteria, and allow students to demonstrate mastery in a variety of ways (e.g., creating projects, presentations, etc.). 	
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Lesson plans, unit plans, and scope & sequence • Rubrics and checklists • Prior student work • List of questions to employ during lesson • Finished student products 	<ul style="list-style-type: none"> • Measures of student performance • Rationale of grouping or other teaching strategies • Rationale for types of problem-solving • Student portfolios • Computer module assessments

TEAM Observation Support: College, Career & Technical Educators (CCTE)

CCTE teachers often work in laboratory settings with highly specialized content, and students often work independently on personal competency/skill attainment. Some lab settings are constructed to only allow for one grouping method or grouping options may be dictated by standardized safety or material requirements. Evaluators should probe to understand setting and rationale for grouping. Depending on where students are in the production process, some types of problem-solving may not be immediately evident or may be student-driven. Some forms of assessment in a CCTE lab may be unfamiliar to evaluators trained in traditional academic settings. Because of federal requirements to report on skill attainment, some competency assessments may be limited to specific methods of measuring student performance (e.g., creation of a product over a period of time).

I. PLANNING

EXAMPLE—ASSESSMENT

Planning—Assessment:

In a Business Technology class, a student must use software applications to complete a project. Within the project requirements, students must correctly use software tools to accomplish the task. Throughout lesson, teacher employs several strategies (e.g., choral response, random selection of students to respond to questions, written reflection, etc.) to determine pacing and identify areas for re-teaching. Teacher formatively assesses student production through observation and questioning that is aligned to a rubric. Students may be working independently at varying levels based on differentiated instruction. Students demonstrate a task or skill using provided rubric to influence work and self-score final product. Students show teacher how to use a layer mask or editing feature in Photoshop, and the teacher summatively assesses students' ability using a rubric that was shared during the introduction of the project.

II. INSTRUCTION

EXAMPLE—QUESTIONING

Instruction—Questioning:

Teacher asks a specific student to perform one step of a multi-step process involved in the day's objective. Teacher questions student at a high level of rigor so that they reflect on their performance and how it may impact future steps of the process (e.g., in a cosmetology class: "What is the first step?" "Let me see you do it." "Now that your left hand is here, are you ready for step two?" "What might happen if you do that with your right hand instead?" "What are you trying to accomplish using your left instead of right?" "How might you get a tighter twist with your hand?" "Why might a tighter twist matter for this style?").

Teacher questions engage students in meaningful reflection of their personal work. Students draw conclusions about how a piece of knowledge or a skill could be applied in different ways. Teacher provides multiple opportunities for students to ask questions. Students are reflective about their work and its implications for their performance.

EXAMPLE—GROUPING STUDENTS

Instruction—Grouping Students:

Within a Business course, teacher allows students to pick their “business partner” which simulates a real life opportunity. Students may then join with another pair assigned by the teacher to create a diverse set of multiple roles/responsibilities to achieve a larger goal. Grouping is deliberate and based on areas of expertise, skill level, or learning style (e.g., groups created based on data from assessments or teacher’s prior knowledge). Teacher works with students to clearly establish expectations for roles within each group, time limits, outcomes for group, etc.

In a lab with a one-to-one ratio of students to computers, a teacher explains that students will be working in a whole group configuration. Teacher explains that this grouping scheme was chosen to take advantage of each student having a computer and being able to practice the skill because it is important to the unit goal that all students can accomplish the task individually.

EXAMPLE—PROBLEM-SOLVING

Instruction—Problem Solving:

Teacher guides students using inquiry, giving students time to problem solve independently or in groups through practice. Students are given ample time to reflect on work and independently troubleshoot technical issues in a lab setting. Teacher encourages students to use help tools available to solve individual technical problems within a lab setting. Students are given the opportunity to brainstorm ideas and evaluate possible solutions to a problem. Teachers build in activities such as small experiments, opportunities for design, and brainstorming sessions for students to engage in as they interact with new material. Students are able to effectively tap into prior knowledge to predict outcomes, create hypotheses for experiments, and improve on solutions to a given challenge.

TEAM Observation Guidance: Early Childhood Educators

PRE-OBSERVATION QUESTIONS	
1. How will students demonstrate mastery of the objectives the educator is teaching? 2. How will students represent their knowledge? 3. How will the actions and conversations be different in your classroom than in the classrooms of older children? 4. How will students know the goal or target for the activity or lesson?	
KEY AREAS FOR EVIDENCE	
2. Instruction—Questioning	<ul style="list-style-type: none"> • Educator asks questions that are developmentally appropriate, varied, of high quality, and regularly require active responses. • Educator questions are scaffolded throughout the lesson to gauge the depth of comprehension and targeted to meet differentiated student needs. • Educator encourages a variety of active responses, including, but not limited to: whole class signaling, choral responses, individual responses, written responses (dictated to educator), etc. • Educator uses methods that demonstrate all students have mastered concepts. All students are accountable for answers.
3. Instruction—Academic Feedback	<ul style="list-style-type: none"> • Educator’s oral feedback is consistently academically focused, frequent, and of high quality. Written feedback is minimally used given the developmental abilities of pre-K students. • Educator consistently uses student feedback to guide and adjust the level and pace of instruction. • Students are given age-appropriate feedback.
4. Instruction—Thinking	<ul style="list-style-type: none"> • Educator thoroughly teaches two or more types of thinking, though evidence of each type may differ from older students’ demonstration (e.g., evidence may be given verbally, with pictures, through active motion, etc.). • With guidance, students can verbalize what they are learning, why they are learning it, and how it connects to previous learning.
5. Instruction—Problem-Solving	<ul style="list-style-type: none"> • Educator effectively implements activities to teach and reinforce multiple problem-solving types, as age appropriate. Careful attention should be paid to the evidence of problem-solving skill development for young children. • Students can effectively identify a problem and generate potential solutions (NOTE: This process is often best observed in young children when they are engaged in a play environment, small group setting, or within the context of a story or discussion).
6. Instruction—Student Work	<ul style="list-style-type: none"> • Students demonstrate their understanding and higher order thinking in a variety of ways, but extended written work is not appropriate for this age group (e.g., mastery may be demonstrated through oral response, visual representations, or other means). • Student work clearly demonstrates mastery of a specific learning goal or set of learning goals.
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Lesson plans and scope and sequence • Student portfolios, including photographs • Communication logs • Annotated student work and rubrics • Assessment data (social/emotional, literacy, and math) • Centers plans 	<ul style="list-style-type: none"> • Evidence of collaborative planning with assistants • Evidence of routines and transition times • Evidence of ongoing learning (e.g., objectives building over a unit and students revisiting prior work)

TEAM Observation Support: Early Childhood Educators

The evaluator should consider that determining the rigor and appropriateness of questions may be more difficult with younger students and that written feedback may not be appropriate in early childhood education. Additionally, evidence of higher order thinking, problem-solving, and mastery may look very different than it would in classroom settings with older students.

I. INSTRUCTION

EXAMPLE—QUESTIONING

Instruction—Questioning:

Educator shows students the cover of a book and asks them to turn to a partner and answer the question “What do you think will happen?” Students share with a partner and then with the class. Educator begins reading, pausing periodically to question students about what is happening (e.g., “Why did Franklin have to skip breakfast? What would happen if Franklin missed the school bus?”). Students discuss with partners and teacher randomly selects 2-3 students to share their answers by selecting popsicle sticks with students’ names from a jar. As the teacher finishes the story, he/she shows the students the cover again and asks students to share whether or not their predictions came true. They discuss their predictions and what clues they used to make those predictions.

Examples of possible questions for consideration as higher order when teaching young children may include:

In all situations:

- What would happen if...?
- Have you ever...?

In stories:

- How do you think (character) felt?
- Why did (character) do this?
- What would you have done if you were the...?

To help with problem solving when using manipulatives or engaging in center activities:

- What can you change to fix this problem?
- What if you...?
- Why did you...?

*Questions are primarily open ended. Educator provides “wait time” (3-5 seconds) and has a system to ensure all children have an opportunity to respond. Further information is given as needed to expand question.

EXAMPLE—ACADEMIC FEEDBACK

Instruction—Academic Feedback:

Students are engaged in an activity where they are sorting shapes by size and type. Educator asks students individually to explain what they are doing. Appropriate student responses reflect understanding of the task at hand and the reasoning behind it. Educator has one-on-one conversations about the work and provides specific feedback as needed to guide students (e.g., “You counted the sides to decide if this was a triangle,” “I think you missed a side when you were counting. Let’s try again,”...not, “Good job!”). Students making errors are encouraged through feedback and questioning to correct mistakes (e.g., “This object looks smaller than the others. How could you fix this problem? Where would it go? You might compare the objects side-by-side to decide which ones are the same”). Educator has a plan in place to document responses and approaches to the learning activity.

EXAMPLE—THINKING

Instruction—Thinking:

After teaching the attributes of the triangle, educator explains that students will choose a shape from a bag and decide if it is a triangle or not by describing its attributes. Educator chooses a shape and clearly models the thought process by using out loud “self-talk” to describe his/her shape. Educator allows students to choose shapes and asks them to see if theirs have similar attributes. Students explore their shapes and talk with peers about what they observe. Educator asks students to explore what happens when two triangles are put together side-by-side, what happens when connecting three? Four?, etc. Students discuss possibilities with their peers and share conclusions with the class. Following large group time, students are given several triangles of construction paper and allowed to create their own design with the shapes.

Examples of most common types of thinking for pre-K and kindergarten:

- *Practical*: After discussions on the weather, students can identify appropriate clothing to wear in warm or cold weather.
- *Creative*: Students use art materials, blocks, or other building materials to express ideas on a specific task.
- *Analytical*: After listening to the same book/story read over several occasions, students can respond to questions about the characters, setting, or plot of the story.

EXAMPLE—PROBLEM-SOLVING

Instruction—Problem-Solving:

Educator reads story in which the main character encounters a problem. Educator pauses during story to engage students in identifying the problem (e.g., TEACHER: “Why is Jenny upset?” STUDENTS: “Because her brothers won’t let her play with them.”). After students have identified the problem, educator encourages them to identify some potential solutions (e.g., “What do you think Jenny should do to get her brothers to play with her?” STUDENTS: “She could teach them a neat trick. She could ask them nicely. She could talk to an adult, etc.”). Educator asks students to talk with a partner to decide what they think the best solution would be and what will happen if Jenny chooses that solution. Educator continues reading and students listen to see if Jenny chose the same solution as them. Educator leads students in a discussion of Jenny’s choice, if it worked, and what she could have done differently.

EXAMPLE—STUDENT WORK

Instruction—Student Work:

Educator engages class in a book discussion and has students create a visual representation of an event in the story. As students work individually, educator asks them to verbally explain their choices and why they chose to draw/represent them in that way. Students justify answers verbally and educator journals responses. Students clearly demonstrate connections between learning and personal experiences. Educator reviews with students the goals they are working towards. This extended verbal response is the most valid descriptor with children of this age as it incorporates the use of language beyond the yes/no or multiple-choice type of answer or work.

TEAM Observation Guidance: Early Literacy K-3 Educators

[Teaching Literacy in Tennessee](#) offers an instructional framework and guidance for literacy instruction K-3. The document builds off of the [Vision for Third Grade Reading Proficiency](#) with practical guidance on how to provide strong Tier 1 literacy instruction in the early grades.

The framework for Teaching Literacy in Tennessee is predicated on a theory of action that is grounded in research:

If we provide daily opportunities for all students to build skills-based and knowledge-based competencies by...

- engaging in a high volume of reading;
- reading and listening to complex texts that are on or beyond grade level;
- thinking deeply about and responding to text through speaking and writing;
- developing the skill and craft of a writer; and
- practicing foundational skills that have been taught explicitly and systematically and applied through reading and writing;

then, we will meet or exceed our goal of having 75 percent of third graders reading on grade level by 2025.

In order to further support these literacy practices, this guidance document will highlight some of the key connections between the *Teaching Literacy in Tennessee* framework and the TEAM teacher rubric. This guide should assist observers as they evaluate literacy practices in K-3 classrooms in Tennessee. While not all of the indicators are described here, a similar format could be used for exploring the connections to any of the descriptors on the rubric to the framework outlined in *Teaching Literacy in Tennessee*.

INSTRUCTIONAL PLANS	
Instructional plans include...	
Measureable and explicit goals aligned to state content standards	Instructional plans should include focused units of study that allow students to gain world knowledge as they develop their literacy expertise. The concepts selected for the unit should be grounded in the Tennessee Academic Standards. Clear end of unit tasks should allow students to demonstrate their growing conceptual knowledge while also developing literacy skills. These tasks should meet the rigor of the standards for reading, speaking, and writing.
Activities, materials, and assessments that: <ul style="list-style-type: none"> • Are aligned to state standards • Are sequenced from basic to complex • Build on prior student knowledge, are relevant to students' lives, and integrate other disciplines • Provide appropriate time for student work, student reflection, and lesson and unit closure 	The texts and tasks selected for the unit should be organized to support students in developing enduring understandings of the unit concept. These enduring understandings should make connections to Tennessee Academic Standards, providing opportunities for integrating other disciplines such as science and social studies. Lessons should build in complexity as students' progress through the unit. This should be evident in the text selection, question sequences, and daily tasks. The Tennessee ELA academic standards require students to be engaged in a range of texts of varying complexity, genre, and type. So, selection of text also provides evidence of whether the activities and materials align to the standards. Adequate time should be devoted to reading, listening, speaking and writing about text during the literacy block.
Evidence that the plan is appropriate for the age, knowledge, and interests of all learners	Texts that are above grade level and on grade level should be utilized in the plans. Daily tasks should be developmentally appropriate taking into consideration students' phases of reader and writer development. Opportunities for developing and using new

	vocabulary orally in conversation prior to independent writing should be reflected in the plans. Tasks should reflect high expectations for student performance and allow students to display performance at the rigor of the standards.
Evidence that the plan provides regular opportunities to accommodate individual student needs	High expectations for each student should be evident in the end of unit tasks. Throughout the lesson sequences, there should be opportunities to provide appropriate levels of scaffolding, when needed. These scaffolds should support students in reaching the end of unit goal and meeting grade level expectations. This might include additional opportunities for students to interact with the teacher in a small group setting and/or added scaffolds or supports during lessons. In addition, some tasks might be modified to include special accommodations as needed.

STUDENT WORK	
Assignments require students to...	
Organize, interpret, analyze, synthesize, and evaluate information rather than reproduce it	Daily tasks and end of unit tasks should be open-ended and result in every student having the opportunity to produce his/her own response through the use of the evidence gained through reading and discussing texts. Opportunities for students to synthesize across multiple reads of a text, across texts, and across units should be embedded throughout the instructional plans.
Draw conclusions, make generalizations, and produce arguments that are supported through extended writing	End of unit tasks should provide students with developmentally appropriate extended writing opportunities that allow them to demonstrate their developing knowledge acquired throughout the unit of study. These opportunities should also align to the rigor of the Tennessee ELA academic standards.
Connect what they are learning to experiences, observations, feelings, or situations significant in their daily lives, both inside and outside of school	Authentic tasks provide students with a real purpose and audience for writing. The more genuine the purpose and audience, the more connected to students' daily lives both inside and outside of school.

ASSESSMENT	
Assessment plans...	
Are aligned with state content standards	Assessment plans should include opportunities to assess all the strands of the Tennessee ELA academic standards: foundational skills, reading, writing, and speaking and listening. Each assessment should be aligned to the expectations for the grade level as outlined in the standards. Daily and end of unit tasks can also serve as a form of assessment. They should also be aligned to the Tennessee ELA academic standards for the grade level. The daily tasks should support students in building the knowledge and skills they will need to be successful on the end of unit task. In this way, the daily tasks and end of unit tasks create an assessment plan that builds across the unit.
Have clear measurement criteria	Strong daily and end of unit tasks require students to integrate a variety of standards and skills within a single task. Teachers can effectively use these assignments as part of a comprehensive assessment plan when they outline clear measurement criteria for

	<p>each task. This criteria is clear when it explicitly states the standards that will be assessed and the criteria for meeting grade-level expectations. As they implement a comprehensive assessment plan, teachers should be able to clearly articulate what is being assessed and what proficiency on the assessment looks and/or sounds like.</p>
<p>Measure student performance in more than three ways (e.g., in the form of a project, experiment, presentation, essay, short answer, or multiple choice test)</p>	<p>Assessment plans for literacy should include multiple forms of evidence, including formative and summative assessments. Students should have opportunities to demonstrate growing proficiency as independent readers who display grade-appropriate fluency, accuracy, and comprehension.</p> <p>In addition, throughout the literacy unit, students should have opportunities to demonstrate their growing understanding of the concepts, as well as the texts they are reading in a variety of ways. Assessments within the literacy block might take place at students' seats, at the carpet, in centers, or at the small group table. Comprehensive assessment plans will include written, oral, and performance-based opportunities to display knowledge and skills.</p>
<p>Require extended written tasks</p>	<p>Every unit should include an opportunity for students to engage in an extended writing task that allows them to demonstrate the knowledge they have gained. Strong end of unit tasks provide a purpose and an audience for the writing piece that requires students to authentically apply what they have learned. These end of unit tasks should align to the writing expectations at the grade level for narrative, opinion, and/or informational/explanatory writing. Evaluators should keep in mind what extended, developmentally-appropriate writing might look and sound like for the time of year and the grade level when evaluating writing tasks. Evaluators should also refer to the expectations for independence or support articulated in the grade level standards for writing.</p>
<p>Are portfolio based with clear illustrations of student progress toward state content standards</p>	<p>As teachers utilize multiple assessments to track student progress in writing, reading fluency, reading accuracy, reading comprehension, speaking, and listening, they develop a picture of the student and his/her phase of development. This understanding of each student's strengths and needs should guide instructional decisions such as what to model during a think aloud, what to teach during small group instruction, what academic feedback might need to be provided to individual students, and what areas might need extra scaffolding or support. Each day's assessments should inform changes to the instructional plans for the next day, creating a data-driven cycle for instructional planning.</p>
<p>Include descriptions of how assessment results will be used to inform future instruction</p>	<p>Teachers who regularly reflect on their practice utilize student work collected to make instructional decisions. This could include how assessment will support decisions related to <i>what</i> students will learn as well as <i>how</i> they will learn it. In the literacy classroom, making adjustments to how students will learn includes considering adjustments to texts, instructional strategies, questions, tasks, literacy stations, and grouping arrangements. When teachers regularly consider what they are teaching, as well as how they are teaching it in connection to student results, teachers can effectively plan, diagnose, intervene, and extend on a continual basis.</p>

EXPECTATIONS	
Teacher sets high and demanding academic expectations for every student	Evidence of high and demanding expectations should be evident in the text selection, text discussion, and task expectations in each lesson. Question sequences should stretch students to grapple with complex elements of the texts and to synthesize across texts as they read. Written tasks should match the rigor of the standards. All students should be supported in meeting or exceeding grade-level expectations outlined in the Tennessee ELA academic standards.
Teacher encourages students to learn from mistakes	Questions that are open-ended and allow for multiple solution paths allow students opportunities to construct and refine knowledge through conversation. Opportunities for accountable talk during discussions provide a safe way for students to express and develop ideas. A print-rich learning environment also provides opportunities for students to explore their writing and foundational skills, making corrections as needed.
Teacher creates learning opportunities where all students can experience success	High expectations for end of unit tasks are supported through the scaffolding of learning opportunities over the course of the unit. Environmental print shifts throughout the year to provide the scaffolds students need to stay on the cusp of their learning zones. Questions and tasks with more than one right answer provide opportunities for students to express what they do know as they continue to build knowledge and expertise.
Students take initiative and follow through with their own work	Essential questions that promote inquiry and curiosity motivate students to explore texts and ideas throughout the literacy block. Opportunities for writing in connection to learning are provided throughout the day with opportunities for student choice and student agency. Opportunities for students to utilize strategies and tools within a print rich learning environment (e.g., word walls, anchor charts, etc.) allow students to take initiative and follow through with their own work with a sense of ownership and agency.
Teacher optimizes instructional time, teaches more material, and demands better performance from every student	A large portion of the instructional day is utilized for students to engage in reading and listening to complex texts. These texts optimize instructional time by providing content and structural elements that are worthy of student time and attention. High-quality, content-rich texts allow students to develop world knowledge as they develop literacy expertise. Students are continuously challenged to stretch their knowledge and literacy expertise to the next level. Standards are taught in an integrated fashion that supports students in applying literacy skills in concert to make meaning of texts.

STANDARDS AND OBJECTIVES	
All learning objectives are clearly and explicitly communicated, connected to state standards, and referenced throughout lesson	Clearly communicating to students what they will be learning as they read and how they will be sharing that learning will help them make the connections across the literacy block. Multiple standards might be necessary to gain the knowledge and/or express the knowledge that was gained. Teachers should be able to articulate the connections between the standards, the enduring understandings of the unit, and the texts for students in meaningful ways. Communication is reciprocal—it reflects both what was delivered and what was received, so it is important that the learning objectives be

	easy for students to understand and be able to share with each other.
Sub-objectives are aligned and logically sequenced to the lesson's major objective	Since the major objective in a literacy lesson is for students to make meaning of text in order to share knowledge that was gained, the sub-objectives should be selected in service of the reading and writing that will occur. The qualitative features of a text present opportunities for sub-objectives that will support students in making meaning of the text. Sub-objectives should also support completion of the daily tasks and end of unit task. Logical sequencing should be evident across the think-alouds, questions, and tasks for the lesson observed, the daily literacy block, and the unit.
Learning objectives are: (a) consistently connected to what students have previously learned, (b) known from life experiences, and (c) integrated with other disciplines	A well-designed literacy lesson is situated within a broader unit of study that builds world knowledge. This allows the teacher to make connections to other texts that have been read, to other content that has been studied, and to other experiences that students have had during the unit.
Expectations for student performance are clear, demanding, and high	Throughout literacy instruction, students should be shouldering the majority of the cognitive load. Particularly during reading and/or listening to text, students should have opportunities to engage in making meaning of the text and discussing the content. Text that are at or above the complexity level for the grade should be used daily during the literacy block. Evaluators should consider whether selected texts have been appropriately paired with the instructional strategy they match best (above grade-level interactive read aloud, on grade-level shared reading, appropriately complex small group, student-selected independent reading). Student writing should exemplify the rigor of the grade-level standards. Students should have opportunities to produce their own ideas during discussion and in writing.
There is evidence that most students demonstrate mastery of the daily objective that supports significant progress towards mastery of a standard	Evidence of mastery of the learning objective should be gathered throughout the lesson in the conversations students are having, in the reading of or listening to text that is occurring, and in the products that are produced. In order to effectively gather evidence during a literacy lesson, evaluators should have an understanding of the assessment plans for the day—what will be assessed (knowledge and vocabulary acquisition, reading fluency, reading accuracy, reading/listening comprehension, speaking and listening, and/or writing) and when that assessment will occur.

ACTIVITIES AND MATERIALS	
Activities and materials include all of the following...	
Support the lesson objectives	Evaluating activities and materials in the literacy block includes examining the texts, instructional strategies, assignments, and literacy stations that are observed. Each should be considered in connection to the unit overall and to the goals for student learning across all the strands of the Tennessee ELA academic standards. A well-crafted lesson objective allows for the integration of skills-based and knowledge-based competencies that will support students in meeting the goals within the lesson and across lessons within the unit. In this way, activities and materials may support systematic and intentional practice with discrete skills (like segmenting and blending phonemes) while still connecting to the overall learning that will occur.

	Contextualizing all activities within the broader unit allows students to see how each skill they are learning and practicing connects to the broader acts of reading, speaking, and writing.
Sustain students' attention	Students should be actively engaged in all aspects of any literacy lesson. Evaluators should look for student engagement as students read and/or listen to text, engage in text discussions, and complete activities and assignments.
Are challenging	Activities and materials are appropriately challenging when they align with the rigor of the standards. Individual students should be provided differentiation, scaffolding, and enrichment that supports them in meeting the expectations of standards-aligned activities. Texts should be appropriately paired with the instructional strategy that they match best (above grade-level interactive read aloud, on grade-level shared reading, appropriately complex small group reading). Students should be provided opportunities to write their own thoughts and ideas in developmentally appropriate ways.
Elicit a variety of thinking	During the reading of texts, students should be engaged in grappling with the complexities of the text and in learning about the concepts that are presented within them. Students should be asked to read/listen to texts, think about the texts, talk about the texts, and write about the texts. This should include considering the author's craft, structure, syntax, vocabulary, levels of meaning, and the enduring understandings of the unit. This thinking is made visible in the answers students provide to the questions posed, as well as in the products students produce. Regardless of the instructional strategy being used (see the Elements of the Literacy Block in <i>Teaching Literacy in Tennessee</i>), students should be the ones doing the majority of the thinking.
Provide time for reflection	Opportunities for students to reflect on their learning and on the progress they are making might be provided in multiple ways during the literacy block. There might be opportunities for reflection during a group sharing activity, during a literacy station, or at the conclusion of a whole group or small group lesson.
Are relevant to students' lives	One way to provide relevance in the activities used in the literacy block is to create tasks that have an authentic purpose and audience. Finding ways to connect the knowledge students are gaining to solving problems within their own communities and schools can assist students in finding value in what they are learning.
Provide opportunities for student-to student interaction	Developing oral language should be a central component to literacy instruction as students are provided opportunities to use new language and vocabulary with their peers. Students need multiple opportunities to talk about what they are reading and to talk about what they plan to write. Discussions of text, peer talk prior to writing, and collaborative literacy stations can all serve as opportunities for student to student interaction that is purposeful and supports literacy development.
Induce student curiosity and suspense	As teachers utilize units that are designed to build conceptual knowledge, questions about the concepts being studied can activate student curiosity. Teachers can leverage the essential questions of the unit as a vehicle to induce student curiosity and suspense, which often become the foundation for optimal student motivation and engagement.

Provide students with choices	Teachers make strategic decisions about when and where to incorporate opportunities for student choice within the literacy block. Daily tasks and end of unit tasks might be structured to provide opportunities for student choice in the topic to be discussed or the format of the delivery of the information. Literacy stations might provide choice within or across activities. Heterogeneous small groups might provide opportunities for students to explore topics of choice for further inquiry or research. Independent reading might provide students with choice in texts to be read or topics to be explored.
Incorporate multimedia and technology	Literacy instruction can be enhanced through the use of digital resources, texts, apps, and games. These might be used during whole group or small group lessons. They might also be integrated into literacy stations.
Incorporate resources beyond the school curriculum texts (e.g., teacher-made materials, manipulatives, resources from museums, cultural centers, etc.)	There are several key resources that might be utilized during literacy instruction. The use of manipulatives, such as letter tiles, Elkonin boxes, wiki sticks, etc., might be useful to support student learning during explicit and systematic foundational skills instruction. Vocabulary cards might be created to support students' acquisition of new terms as part of the unit of study. Realia can also be utilized to support vocabulary and conceptual knowledge development. In addition, student generated writing (from independent writing or shared/interactive writing) can be incorporated into literacy stations.
In addition, sometimes activities are game-like, involve simulations, require creating products, and demand self-direction and self-monitoring	Literacy stations and opportunities for student writing should demand self-direction and self-monitoring. There are a variety of ways teachers might ensure these opportunities promote student ownership including the design of the activities themselves, the procedures they have in place to promote student independence, and the environmental supports that are available (e.g., word walls, visible alphabet, anchor charts, etc.).
The preponderance of activities demand complex thinking and analysis	The majority of activities should align to the expectations of the grade level standards. The level of demand, complexity of thinking, and analysis required should be viewed through the lens of the grade level expectations. Differentiation and scaffolding should be provided to support students in meeting those expectations as they progress towards mastery of the standards.
Texts and tasks are appropriately complex	Texts should be appropriately paired with an instructional strategy and provide for appropriate quantitative and qualitative complexity. Tasks should be examined for their alignment to the Tennessee Academic Standards.

QUESTIONING	
Teacher questions are varied and high quality, providing a balanced mix of question types: knowledge and comprehension, application and analysis, and creation and evaluation	High-quality questions within a literacy lesson are sequenced to build students' knowledge of the concepts being studied in the unit, as well as support students in developing their literacy expertise. As they consider the needs of their students, teachers use a purposefully selected and sequenced set of questions that places the appropriate level of cognitive demand on students as they deepen knowledge and understanding throughout the lesson and grapple with the complexities of a particular text.
Questions are consistently purposeful and coherent	Question sequences that are used during the reading of texts should support students in making meaning of the text, grappling with the complexities of the text, and developing the enduring understandings

	of the unit. Questions should address the specific text(s) at hand by attending to its particular structure, language conventions, concepts, ideas, events, and/or details that support understanding of the text(s) and concept(s). Questions should also attend to words (academic and content specific vocabulary), phrases, and sentences within the text that matter most to build students' vocabulary and deepen understanding of the text(s) and concept(s).
Questions are consistently sequenced with attention to the instructional goals	Questions should be coherently sequenced within an individual lesson and across the unit of study. Evaluators should consider how the questions asked connect to the broader unit, as well as how they support students in completing the daily task.
Questions regularly require active responses (e.g., whole class signaling, choral responses, written and shared responses, or group and individual answers)	In the literacy classroom, these opportunities for active responses should provide students with opportunities to practice their speaking and listening skills. Intentional talk structures should support students in engaging in high-quality academic conversations as they answer the questions posed and gain the perspectives of peers.
Students generate questions that lead to further inquiry and self-directed learning	There are a variety of ways that teachers might capture and hold onto questions that students generate as they engage in rich conceptual units of study during literacy instruction. They can capitalize on the questions asked by using heterogeneous small group instruction to engage students in inquiry studies and research projects. Students might also be directed to seek the answers to questions they generate during independent reading time and keep track of those questions and answers in their reading journals. In addition, an important comprehension strategy for students is to ask their own questions as they transact with text and learn material. This type of metacognitive, curious thought can support students when breakdowns in comprehension might occur.
Questions regularly assess and advance student understanding	Pre-planned questions should provide students with opportunities to engage in rich discussion of texts. In addition, teachers might utilize additional questions to prompt or reinforce students based on the answers provided or the skills (reading, writing, speaking, foundational) being demonstrated. There's a connection to academic feedback as teachers should be consistently using their language to teach, prompt, and reinforce both the skills-based competencies and knowledge based competencies throughout the literacy block.
When text is involved, majority of questions are text-based	High-quality questions asked before, during, and after the reading of texts should be text dependent and/or text specific. Text-dependent questions can only be answered by reading the text. They require students to return to the text to find the answer. Text-specific questions require students to delve into the complexities of the particular text being read. They are not generalizable to other texts.

THINKING	
The teacher thoroughly teaches two or more types of thinking...	A teacher thoroughly teaches thinking through a combination of modeling, questioning, structuring activities and assignments, and responding to students using teaching, prompting, and reinforcing language. An evaluator might first examine the daily and/or end of unit task to determine the type of thinking that will be assessed and look for evidence of teaching that thinking across the lesson. In order to determine if a type of thinking has been thoroughly taught, evaluators should consider who is doing the bulk of the thinking

	across the lesson—the teacher or the students—and whether or not <i>all</i> students are provided opportunities to engage in thinking.
Analytical thinking, where students analyze, compare and contrast, and evaluate and explain information	Students use analytical thinking during literacy instruction when they analyze words and word parts, when they analyze the structure or syntax of a text, when they analyze the author’s craft and levels of meaning, and when they compare and contrast multiple texts. Students also use analytical thinking when they evaluate the evidence in a particular text or the opinion or stance an author has taken.
Practical thinking, where students use, apply, and implement what they learn in real-life scenarios	Students use practical thinking during literacy instruction when they are asked to use the knowledge they are gaining during the conceptual units of study in real-life scenarios. This can be accomplished by posing genuine questions to be answered and structuring tasks to have authentic purposes and audiences.
Creative thinking, where students create, design, imagine, and suppose	Students use creative thinking during the literacy block when they engage in fictional narrative writing, when tasks allow for creativity and when student choice in medium and/or presentation of information is provided.
Research-based thinking, where students explore and review a variety of ideas, models, and solutions to problems	Students use research-based thinking when the literacy block is structured to support students in using texts to find the answers to inquiry questions. Students cite evidence and answer questions through use of text(s) that support them in gaining the enduring understandings of the unit.

PROBLEM SOLVING

The teacher implements activities that teach and reinforce three or more of the following problem solving types: <ul style="list-style-type: none"> • Abstraction • Categorization • Drawing Conclusions/Justifying Solutions • Predicting Outcomes • Observing and Experimenting • Improving Solutions • Identifying Relevant/Irrelevant Information • Generating Ideas • Creating and Designing 	Evaluators should look at the focus of the instructional strategy (i.e., read aloud, shared reading, interactive writing) and the daily tasks and literacy stations that students are engaged in as they look for evidence of problem solving during a literacy lesson. Since development of oral language and written language are both essential to strong literacy performance, evidence of student problem solving might be captured through scripting of the student conversations or through collection and analysis of student writing.
--	--

Before the Observation—Questions to ask yourself or to ask in a pre-conference:

- What knowledge will students be building during this lesson?
- How will this support them in working towards the end of unit task?
- How will the texts being used support students in building their knowledge?
- What about the text will be difficult for students? What questions or think alouds will be used to support students in making meaning of the text?
- Why is this instructional strategy paired with this particular text? What evidence will demonstrate this what the right strategy to use with this text?
- What opportunities will be provided for students to discuss the text?
- How will the text discussion support students in their writing today?
- What standards might be assessed in the daily task today?

During the Observation—Evidence Collection

- Collect text title
- Record strategy used and note impact on student engagement in reading
- Script question sequence and student answers
- Note grouping strategies or techniques used for discussion and impact on student discussion
- Note instances of students utilizing environmental print or other support resources (e.g., word walls, anchor charts, student-created references)
- Collect student work samples

Note: Best practice is to script the entire lesson including what the teacher says and does and what students say and do. This list provides some areas of focus for that evidence collection.

After the Observation—Action steps

- Complete an analysis of the text being utilized or consult a reading coach/specialist for insight into the text complexity
- Examine the question sequence for its alignment to the qualitative complexities of the text
- Analyze the student work and task expectations to determine if they meet the rigor of the standards or engage a reading coach/specialist to support you in the analysis of the student work samples
- Explore student evidence of learning
 - What evidence is there that students made meaning of the text?
 - What evidence is there that students progressed in their understanding of the concept?
 - What evidence is there that students are on track to meet the expectations of the end of unit task?
 - What evidence is there that the expectations placed on students during this lesson meet the rigor of the standards?
- Connect student evidence to teacher practices as defined in the descriptors of the TEAM educator rubric
- Ask any follow-up questions about the teacher's decisions needed to clarify the connections between student evidence and teacher practices
- Determine high-leverage areas to reinforce and refine

TEAM Observation Guidance: Gifted Educators

PRE-OBSERVATION QUESTIONS

1. What are the unique circumstances in the classroom setting where you will be observed? (e.g., shared space, recently qualified students, co-teaching, etc.)
2. How do you access and use challenging resources to match the individual strengths of students?
3. How do you determine which state standard (on or above level) to choose?
4. How does the pre-assessment chosen allow for accelerating and compacting of content?
5. How do you develop an environment and instructional activities that encourage students to express diverse characteristics and behaviors that are associated with giftedness?
6. How do you support differentiated curricula that incorporates advanced, conceptually challenging, in-depth, distinctive, and complex content for gifted students?
7. How do you respond to the varied learning needs of the students (including pacing)?
8. How do you provide opportunities for interaction with intellectual and creative peers as well as chronological-age peers?
9. How do you decide which grouping practice would be best in different learning environments?
10. How do you use local, state, and national standards and assessment data to align and expand curriculum and instructional plans?
11. How do you determine what is meaningful and challenging?
12. What intellectually rigorous instructional outcomes have you identified for the students in the class?

KEY AREAS FOR EVIDENCE

1. Instruction—Standards and Objectives
 - The core curriculum is adapted, modified, or replaced to meet the needs of advanced learners.
 - There is evidence of knowledge of standards at multiple grade levels to advance the student when the student is ready.
2. Instruction—Lesson Structure and Pacing
 - Lessons and pacing are structured to provide opportunities for compacting and acceleration.
3. Instruction—Activities and Materials
 - Opportunities are provided for advanced students to explore, develop, or research their areas of interest.
 - Activities are meaningful and challenging.
4. Instruction—Grouping Students
 - Grouping practices are varied, allowing for interaction with intellectual peers.
 - Grouping practices are varied, allowing for interaction with creative peers.
 - Small class size might impact grouping options.
5. Planning—Teacher Knowledge of Students
 - Teacher practices reflect knowledge of characteristics of students who are gifted.
 - Student interests are used to help motivate and engage students during the lesson.
6. Instruction—Instructional Plans
 - Local, state, and national gifted standards are used to align and expand curriculum and instructional plans.
 - There is evidence of differentiated curricula that incorporate advanced, conceptually challenging, in-depth, distinctive, and complex content for students with gifts and talents.
7. Environment—Expectations
 - The teacher provides feedback that focuses on effort, on evidence of potential to meet high standards, and on mistakes as learning opportunities.
 - Expectations are set that require students to take responsibility for their work and initiate improvements.

8. Environment—Managing Student Behavior

- The teacher understands the needs of advanced students for both solitude and social interaction.
- Instruction is provided when appropriate on affective skills needed for school, community engagement, and work.

9. Environment—Environment

- The teacher may not have dedicated classroom, so displaying student work may not be expected.
- Supplies, equipment, and resources might be limited if space is shared or the teacher is itinerant.

10. Environment—Respectful Culture

- The environment supports trust among diverse learners.
- The teacher recognizes the challenges that gifted students face.
- The environment and instructional activities encourage students to express diverse characteristics and behaviors that are associated with giftedness.

EXAMPLES OF EVIDENCE/ARTIFACTS

- Student work products
- Conversations with students
- Daily assignment sheets, journals, and notebooks
- Student assessments
- Student projects
- Checklists
- Student learning plans or learning contracts
- Lesson objectives/standards
- Instructional plans

TEAM Observation Support: Gifted Educators

The evaluator may need to look more broadly at the gifted educator than other educators delivering instruction, as the gifted educator is tasked with supporting student learning outside the core instructional setting and may need to be adapted within the framework of the individual student's IEP. Advanced programs and routines may vary at each school, and as such, the pace and structure of instruction may differ.

I. INSTRUCTION

EXAMPLE—STANDARDS AND OBJECTIVES

Instruction—Standards and Objectives:

The gifted educator instructs students based on their areas of strength and reaches beyond grade-level standards when appropriate. National Gifted Standards are combined with state-level content standards to add depth and complexity to content standards. Since these learners can take information beyond the state standards, flexibility should be given for students to continue reaching past a predetermined outcome. In other words, lessons are designed to push students beyond a minimum and allow continued student growth. Sometimes, the learning objectives are ongoing and not restrained to a single observation.

EXAMPLE—ACADEMIC FEEDBACK

Instruction—Academic Feedback:

Students are engaged in an activity where they are sorting shapes by size and type. The educator asks students individually to explain what they are doing. Appropriate student responses reflect understanding of the task at hand and the reasoning behind it. The educator has one-on-one conversations about the work and provides specific feedback as needed to guide students (e.g., "You counted the sides to decide if this was a triangle," "I think you missed a side when you were counting. Let's try again,"...not, "Good job!"). Students making errors are encouraged through feedback and questioning to correct mistakes (e.g., "This object looks smaller than the others. How could you fix this problem? Where would it go? You might compare the objects side-by-side to decide which ones are the same."). The educator has a plan in place to document responses and approaches to the learning activity.

EXAMPLE—LESSON STRUCTURE AND PACING

Instruction—Lesson Structure and Pacing:

Throughout the instructional time, the gifted educator maintains a flexible schedule that allows him/her to address learning in the moment, compact and add to the lesson, or accelerate the content due to the faster learning pace of the gifted learner. This may seem as if the lesson is off topic, but the instructor is responding to the characteristics of the learner who is gifted.

EXAMPLE—ACTIVITIES AND MATERIALS

Instruction—Activities and Materials:

The teacher of advanced students chooses activities and materials that encourage higher order thinking, creative thinking, and provide challenging learning opportunities. Activities and/or materials might appear off topic from the standard, but might be addressing an interest area of need of one of the students in the class. Many teachers of advanced students travel between schools, have no storage space on site, and must bring all lesson materials with them.

EXAMPLE—GROUPING STUDENTS

Instruction—Grouping Students:

Throughout instruction time, grouping is purposeful. There might be a single grouping observed in an observation or multiple groupings. Gifted students work best with intellectual peers. For example: a first grader reading on a fourth grade level should be grouped with other students on the same reading level not just the same chronological age. The instructor should understand the reasoning behind why they choose the grouping they did and know how that grouping will benefit an advanced student in that specific learning environment.

EXAMPLE—TEACHER KNOWLEDGE OF STUDENTS

Instruction—Teacher Knowledge of Students:

The teacher knows that gifted students sometimes need solitude and is accepting of that trait. The instructor is also aware that sometimes there is a need for practice and accommodating of current level of social skills. The teachers planning and addressing of student needs might not be visually evident and should be asked about. For example: An advanced student has a high anxiety level. The teacher has conferenced and role played with them. Together it was decided that the student could get up and take up to two drinks of water from the fountain in the room without asking for permission. An evaluator would not know that is a signal from the student to the teacher.

EXAMPLE—INSTRUCTIONAL PLANS

Instruction—Instructional Plans:

The plans of a teacher of advanced students should include appropriate learning and performance modifications that enhance creativity, acceleration, depth and complexity in academic subject matter, and/or specialized domains. Resources, such as the National Association for Gifted Children, provide standards that can be implemented to grow thinking in advanced students. Curriculums should be chosen that are designed and written specifically for the advanced student's learning needs. Plans should also include differentiation for the different levels of students within the advanced classroom.

EXAMPLE—ENVIRONMENT AND RESPECTFUL CULTURE

Instruction—Environment and Respectful Culture:

The teacher of advanced students creates an environment that is accepting of all types of gifted learners and their unique needs. The teacher also collaborates with others in the school environment to minimize passive aggressive comments or actions directed toward advanced learners (e.g., "That kid doesn't deserve to have enrichment"; "Please take this other student instead"). The teacher collaborates to ensure advanced work is not "in-addition to" it is instead "in-place of".

TEAM Observation Guidance: Interventionists

PRE-OBSERVATION QUESTIONS	
1.	In what area are you providing intervention? How do you identify area(s) of need? What data did you use to determine area(s) of need?
2.	What is the length of the intervention?
3.	What strategies and materials are you using to provide intervention?
4.	Is this a lesson you have planned yourself or is this a scripted program?
5.	How did you use data to make decisions about your instructional choices (e.g., meeting with data teams, reviewing data, etc.)?
6.	How long have you been working with this group of students? Is this a static or fluid group?
7.	How have you collaborated with peers (e.g., classroom teacher, data teams, other interventionists, etc.) to prepare for instruction based on student need?
8.	Are there any students who need differentiated supports in your intervention class? If so, what are the supports and which student behaviors or needs are you responding to?
KEY AREAS FOR EVIDENCE	
1.	Instruction—Standards and Objectives <ul style="list-style-type: none"> Learning objectives will be tied to an area of deficit instead of a state content standard. Sub-objectives identify the specific area of focus within a skill deficit (e.g., consonant blending). Students will be working toward mastery of a specific skill, rather than mastery of a standard.
2.	Instruction—Activities and Materials <ul style="list-style-type: none"> Student-to-student interaction may be limited. Adult-to-student interaction must be apparent. Multimedia and technology may not always be appropriate and should be used to support an intervention provided by the teacher. Time for reflection may not be appropriate or observed. Student choices may be limited due to the focused nature of the lesson.
3.	Instruction—Questioning <ul style="list-style-type: none"> Higher-order questioning may not always be appropriate, but students should be engaged in learning and responding to questions. Citing specific evidence may not be appropriate, depending on the focus skill.
4.	Instruction—Grouping <ul style="list-style-type: none"> Interventionist should maximize student understanding and learning efficiency by placing students in pairs or small groups; however, the intervention composition or program may limit the ability of grouping.
5.	Environment—Environment <ul style="list-style-type: none"> Interventionist may not have a dedicated classroom, and thus displaying student work may not be expected. The classroom is arranged to support the skill-based activities.
6.	Planning—Instructional Plans <ul style="list-style-type: none"> Plans will be aligned to areas of deficit, rather than state content standards. Evidence of differentiation strategies, detailed sequencing to build mastery, and clear purpose for the lesson should be evidence in the lesson plan. Plans may not integrate other disciplines, depending on the skill focus.
7.	Planning—Student Work <ul style="list-style-type: none"> Engagement and conversation should be encouraged, but assignments may not lead to higher-order thinking, as repetition and focus on skill mastery are essential.
8.	Planning—Assessment <ul style="list-style-type: none"> Assessments will be aligned to areas of deficit, rather than state content standards. Extended written tasks and portfolio-based assessments may not be appropriate.

EXAMPLES OF EVIDENCE/ARTIFACTS

- Progress monitoring data
- Notes from data team or collaborative meetings
- Other sources of data
- Learning plans
- Instructional plans (scripted or otherwise)
- Student data folders
- Lesson objectives
- Anecdotal documentation of monitoring

TEAM Observation Support: Interventionists

The evaluator may need to look more broadly at the interventionist than other educators delivering instruction, as the interventionist is tasked with supporting student learning outside the core instructional setting. Interventionist routines may vary at each school, and as such, the pace and structure of instruction may differ among school sites.

I. PLANNING

EXAMPLE—INSTRUCTIONAL PLANS

Planning—Instructional Plans:

The interventionist creates an instructional plan that is aligned to the student's area of deficit. There is a clear objective stated, and the lesson is sequenced to build mastery. The interventionist has clearly outlined the essential vocabulary and skills needed to work towards mastery of the lesson. There is clear evidence of how the interventionist will differentiate support for each student.

EXAMPLE—STUDENT WORK

Planning—Student Work:

In a lesson about word patterns, students are asked to underline consonants and delete/add different beginning and ending sounds. The interventionist also provides opportunities for repetition. For example, the interventionist may say the word "bat" and ask the student to say another word with the same pattern. This repetition may occur throughout the lesson to ensure the student is working towards mastery of the specific area of deficit.

EXAMPLE—ASSESSMENT

Planning—Assessment:

The assessment requires a student to manipulate syllables or word parts. The interventionist has a rubric/checklist to mark off as the student works through the assessment. Prior to this assessment, the interventionist uses white boards to quickly assess understanding. The interventionist has a clear method of organizing anecdotal notes based on student responses. This method helps guide instructional decisions, but it also serves as evidence of the effectiveness of the intervention.

II. INSTRUCTION

EXAMPLE—STANDARDS AND OBJECTIVES

Instruction—Standards and Objectives:

The interventionist starts with the objective of the lesson, leading students to understand what their goal is while working through the sequence of the lesson (e.g., “Today we will be focusing on ____, we must have this skill to be able to ____.”). The interventionist then demonstrates what is expected. Students repeat expectations and move into the lesson. Activities are modeled before moving in depth into the lesson, and visuals are available.

EXAMPLE—ACTIVITIES AND MATERIALS

Instruction—Activities and Materials:

The interventionist presents the focus of the lesson, which is on word patterns, specifically words with ‘at’ (e.g., cat, bat, hat, etc.). The interventionist presents the reader that will be used for the lesson. Students are asked to hold up the reader and point to the words as they read “The Bat in a Hat”. The interventionist engages in the lesson with the student, focusing on the overall objective of the lesson. Students read and practice with a peer. The interventionist also has manipulatives, such as word tiles, available for students who need additional support.

EXAMPLE—QUESTIONING

Instruction—Questioning:

The focus of the lesson is on decoding CVC words. The interventionist asks the student to locate the vowel in the word “dog”. She then follows up with questions such as, “Is this a short or long sound? Let’s look at the surrounding consonants. What is the beginning/initial sound? What is the ending/final sound?” Throughout this questioning, the interventionist provides ample wait time, and uses tiles for visuals and actual manipulation. The questions and manipulations of sounds continue based on the level of need of each student.

TEAM Observation Guidance: Online Educators

PRE-OBSERVATION QUESTIONS	
<ol style="list-style-type: none"> 1. How do you modify and supplement curriculum, and why? 2. What types of communication do you use? With whom? How do you decide which medium to use? 3. How do you monitor pacing and ensure students stay on track? 4. How do you address issues of academic integrity and “netiquette”? 5. How do you assist struggling learners? 6. What is your connection with other online educators? 	
KEY AREAS FOR EVIDENCE	
<ol style="list-style-type: none"> 1. Instruction—Presenting Instructional Content and Lesson Structure and Pacing <ul style="list-style-type: none"> • Online educator strategically augments or modifies content and activities to meet individual needs of students. • Online educator implements instructional design best practices when augmenting or modifying course content. 	
<ol style="list-style-type: none"> 2. Instruction—Questioning, Thinking and Problem Solving <ul style="list-style-type: none"> • Student work clearly displays a high level of questioning, thinking, and problem-solving. • Online educator provides effective prompts in web-based communications and adds/modifies content based on student feedback and performance in order to enhance student learning. 	
<ol style="list-style-type: none"> 3. Instruction—Grouping <ul style="list-style-type: none"> • When appropriate, small groups are used to maximize student learning. • There are clearly established norms and procedures for working in groups that students can easily articulate. 	
<ol style="list-style-type: none"> 4. Instruction—Academic Feedback and Motivating Students <ul style="list-style-type: none"> • Feedback may be given synchronously (real-time) or asynchronously (delayed) via message boards, text messages, social media, phone calls, e-mails, etc. while complying with each LEA’s internet safety policy. • Feedback is consistently differentiated, models appropriate conversational tone and “netiquette,” and encourages student participation. 	
<ol style="list-style-type: none"> 5. Planning—Instructional Plans, Student Work, and Assessment <ul style="list-style-type: none"> • Online educator provides alternate means of assessment, instructional plans, or student work when necessary to meet the needs of diverse learners. • Instructional plans, student work, and assessments are easily accessible to students, parents, and administration within a secure system (NOTE: Security of the system is a system-wide responsibility, and as such, teacher should be held responsible for the accessibility of work, not the security of the site). 	
<ol style="list-style-type: none"> 6. Environment—Respectful culture <ul style="list-style-type: none"> • Online educator appropriately uses content-specific terminology, maintains appropriate instructor-to-student conversational tone, and conforms to appropriate digital “netiquette.” • Students appropriately mirror educator actions to maintain a culture of respect. 	
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Discussion boards • Messages (to students and parents) • Content and content modifications • Grade book • Announcements • Syllabus/pacing guides • Feedback on assignments 	<ul style="list-style-type: none"> • Social media (course wikis, blog comments) • Additional references or links to resources • Posted office hours • Communication logs • Synchronous class meetings via video, chat room, face-to-face • Creation of review paths and re-teaching tools • Online learning environment norms

TEAM Observation Support: Online Educators

Most of the content and structure are produced by the curriculum provider, and there is no physical classroom. Evidence of student learning is not always readily apparent in the lessons or modules and may take further exploration to identify (e.g., speaking with online educator or students). Opportunities for grouping may depend on enrollment policies and may include use of social media, collaborative projects, etc. Feedback is individualized and is provided through digital communications rather than face-to-face.

I. PLANNING

EXAMPLE—INSTRUCTIONAL PLANS/STUDENT WORK/ASSESSMENT

Planning—Instructional Plans/Student Work/Assessment:

Online educator implements instructional plans that allow for instructional differentiation based on individual student needs throughout all phases of the lesson. Online educator implements assessments that are aligned to state standards but include alternate means of assessment when necessary to meet the needs of diverse learners. Online educator clearly aligns assessment to student work and independent/guided practice. Online educator implements standards and rigor in the construction of individual lesson plans. Online educator utilizes an online system for students, parents, and administration to access student work, assessments, and grades.

II. ENVIRONMENT

EXAMPLE—RESPECTFUL CULTURE

Environment—Respectful Culture:

Within a “Getting Started” announcement, discussion forum, or other digitally approved method of communication readily available to all students, online educator defines communication, “netiquette,” and internet safety procedures. Online educator effectively facilitates an open discussion of these norms with students.

III. INSTRUCTION

EXAMPLE—PRESENTING INSTRUCTIONAL CONTENT/LESSON STRUCTURE AND PACING

Instruction—Presenting Instructional Content/Lesson Structure and Pacing:

Online educator creates an online lecture for students that they are able to sign in to. Online educator has detailed script for lecture that features high-level checks for understanding, focused standards-based content, and ample opportunity for student engagement and thought. Online educator incorporates online assignments that align with lesson objectives, course instructional content, and assessments. Online educator requires timely student response but ensures students are given a suitable amount of time to complete and submit assignments at their own pace depending on their specific needs. Students respond to checks for understanding and ask clarifying questions via community message boards that allow them to meaningfully engage with their virtual classmates. Online educator appropriately adjusts future instruction based on data gathered from formative assessment.

EXAMPLE—QUESTIONING/THINKING/PROBLEM-SOLVING

Instruction—Questioning/Thinking/Problem Solving:

Online educator bases a part of students' grades on participation in online discussion boards or social media networks designed to facilitate discussion. Online educator creates moderated online forum for questions and responses. Students post questions and reflections based on readings or activities and respond to instructor and peer communications. Online educator evaluates student postings to ensure higher levels of understanding. Online educator provides additional prompts as needed to promote higher levels of learning.

EXAMPLE—GROUPING

Instruction—Grouping:

Online educator assigns group projects that require teamwork, communication, and collaboration, but that do not always require in-person contact. Educator forms groups based on like interests, learning styles, personalities, etc. Educator outlines explicit rules for group work (e.g., communicating via email, professionalism, respect, humility, etc.). Students work to come up with an action plan for their group work that they submit to online educator; this allows them to come up with a pacing plan that suits their individual needs. Online educator checks in with students periodically and asks targeted questions to help students improve the quality of their work. Educator responds to students' questions quickly and thoroughly via systematically approved digital communications. Online educator provides students with appropriate support and time to successfully complete group projects. Online educator provides students with the opportunity to evaluate the performance of their fellow group members and uses student group evaluation feedback to improve the effectiveness of group project guidelines and procedures.

EXAMPLE—ACADEMIC FEEDBACK AND MOTIVATING STUDENTS

Instruction—Academic Feedback and Motivating Students:

Online educator consistently provides clear, targeted, and rigorous written feedback for all students on a variety of assignments ranging across instructional styles. This commentary is often provided using track changes and comments to edit student work. Online educator allows appropriate time for students to internalize commentary and feedback and request clarification as needed. When appropriate, online educator allows students to revise assignments in order to improve student learning.

TEAM Observation Guidance: Special Educators

PRE-OBSERVATION QUESTIONS

1. What is being brought to the classroom that would not be present otherwise?
2. In what ways do you plan with the regular educator? How do you plan using student data?
3. What strategies and modifications do you bring to the classroom?
4. What are the unique circumstances in the classroom setting where you will be observed (e.g., inclusion vs. resource vs. life skills)?
5. How are the indicator descriptors addressed and what they will look like (if modified) in the specific instructional setting?
6. What is the direct link between what is on individual students' IEPs and what will be observed in today's lesson?
7. How do you plan lessons in a way that fulfills the goals and objectives of multiple IEPs?
8. How did you plan for each student?
9. How did you plan for your teaching assistant (TA)?
10. What data are you collecting? How are you collecting this data? How will you use this data to drive your instruction?
11. What evidence will indicate mastery?
12. What is your next step for improving your instruction?
13. What do you do for your own professional development?

KEY AREAS FOR EVIDENCE

1. Instruction—Standards and Objectives
 - A clear connection between the state standard(s) or the IEP goals/objectives is evident.
 - The IEP goals are designed in a way to accelerate progress (close the gap).
 - Students with IEPs are made aware of the goals/objectives on their particular IEP.
2. Instruction—Questioning
 - Students are pushed to generate developmentally appropriate questions that lead to further inquiry and self-directed learning.
 - Questions are designed in a manner adapted to the students' particular learning styles.
 - Questions glean information from students that probably would have otherwise been unknown.
3. Instruction—Grouping of Students
 - Grouping of students maximizes the impact of specific activities during the lesson and deliberately takes into account diverse learning needs.
 - Group composition is flexible in order to be most beneficial for the individual needs of diverse learners.
 - Grouping strategies may be consistently the same depending on the nature of the special educator's role, but in each case the groups maximize student learning.
 - The grouping of students is directly connected to ongoing data collection, progress monitoring, and the needs of the students.
4. Planning—Instructional Plans
 - Goals are measurable and explicit, aligned to state standards or student IEPs, and designed to clearly identify the gap between present level of performance and grade level performance.
 - Goals and objectives are selected in a manner to address deficits, accelerate progress, and close the gap.
 - There is clear evidence that the plan provides regular opportunities to accommodate individual student needs (inclusion or pull-out).
 - Instructional plans are written in a concise, efficient manner that maximizes the amount of time spent with the student.

EXAMPLES OF EVIDENCE/ARTIFACTS

- Instructional plans
- "I can" statements
- IEPs
- List of objectives and sub-objectives
- Service logs for IEP implementation
- List of accommodations and modifications
- Special education specific assessments
- Self-assessments with rubric(s)
- TA schedule
- Data notebooks
- Student work products
- Data sheets

TEAM Observation Support: Special Educators

The standards and objectives for special educators must be reframed and adapted within the framework of individual student IEPs. Special educators may use alternate standards for students with significant cognitive disabilities. Questioning must also be reframed according to the diverse needs of the specific populations served. Student grouping strategies do not always apply, depending on the nature of the service or instruction (e.g., grouping may be different in pull-out vs. inclusion). Given this unique setting, lesson plans should be based on and aligned with IEPs. When appropriate, plans should be lesson-specific as well as student-specific.

I. PLANNING

EXAMPLE—INSTRUCTIONAL PLANS

Planning—Instructional Plans:

Teacher develops lesson plans that denote specific groups based on subject and ability to maximize learning for all students. Lesson plans will include grouping instruction for remediation, maintenance, and enrichment of skills. Lesson objectives are clearly scaffolded to build on prior knowledge and provide different levels of learning targeted to specific students' needs.

II. INSTRUCTION

EXAMPLE—STANDARDS AND OBJECTIVES

Instruction—Standards and Objectives:

Special educator instructs students based on their present level of performance while adding rigor to reach grade level standards. Standard-based IEP goals and objectives denote grade-level standards, and objectives denote present level of performance for current instruction. Students are clearly informed of which standards they are working on mastering and how they have been progressing towards those goals; however, it may be difficult for them to articulate these goals without guidance.

EXAMPLE—QUESTIONING

Instruction—Questioning (Inclusion):

Special educator follows up with individual students or small groups of students to ask additional clarifying questions and scaffold student thinking. Special educator structures questions for individuals and groups to engage in appropriate levels of rigorous problem-solving. The special educator knows his/her students so well that there is an intuitive exchange that gets at what the student knows to a greater degree. Students are frequently surprised by how much they do know. Students are able to generate questions that lead to further inquiry and self-directed learning.

Instruction—Questioning (Direct Instruction):

Questioning is within the parameters of the curriculum and all questions (forms and frequency) depend on the objective of the lessons. The teacher actively works to develop higher-order thinking skills in students. In order to foster and monitor this development, teacher establishes and maintains communication with students by asking questions.

- Teacher questions are varied and high-quality, providing a balanced mix of question types:
 - What's another way you might...?
 - What would it look like if...?
 - What do you think would happen if...?
 - How was...different from...?
 - When have you done/experienced something like this before?
- Students ask specific questions :
 - Is this problem correct?
 - Could you show me the correct way to answer this?
 - Could you repeat the directions?
 - Should I complete the entire worksheet?
 - Can I go on to the next part?
 - What does this result mean?

EXAMPLE—GROUPING OF STUDENTS

Instruction—Grouping of Students:

Teacher develops instructional grouping arrangements (whole class, small group, pairs, individuals, learning style, etc.) to consistently maximize student understanding and learning. The students exhibit evidence of this learning through: group projects, visual presentations, demonstrations, the use of technology, and verbal, gestural, or written communication of their understanding. The teacher then collects data on the effectiveness of these grouping strategies through formative assessment tools. This data is used thoughtfully and effectively to drive future instruction and facilitate meaningful communication with relevant stakeholders.

TEAM Observation Guidance: School Audiologists

PRE-OBSERVATION QUESTIONS	
<ol style="list-style-type: none"> 1. How do you consult, collaborate and communicate with parents, school staff, and healthcare providers in delivering services and the IEP/504 Plan process? 2. What are some of the ways you keep current in your field? 3. How do you determine the type of audiological evaluation that is needed? 4. What is your role in the state mandated hearing screening program? 	
KEY AREAS FOR EVIDENCE	
<ol style="list-style-type: none"> 1. Delivery of Services—Delivery of Professional Services <ul style="list-style-type: none"> • Audiologist provides services to support high expectations for the educational success of all students. • Audiologist uses a variety of materials, methods and strategies to remove barriers to learning and promote active student participation. • Audiologist actively assists in the development and implementation of specialized programs for students and families. 	
<ol style="list-style-type: none"> 2. Delivery of Services—Consultation/Support in the School Environment <ul style="list-style-type: none"> • Audiologist develops highly effective consultative and collaborative relationships that facilitate timely and effective service delivery. • Audiologist provides regular and consistent education, support, and training to students, teachers, parents, and other relevant stakeholders in order to improve student achievement. • Audiologist facilitates the efficient and effective delivery of services to maximize learning. • Audiologist works to create a consistent feedback loop with relevant stakeholders in order to continuously improve the quality and impact of services offered. 	
<ol style="list-style-type: none"> 3. Planning—Service Plans <ul style="list-style-type: none"> • Audiologist consistently implements best practices for specialty area. • Audiologist uses data to develop, plan, and prioritize services/programs in order to meet the specific needs of individual students and the school community as a whole. • Audiologist demonstrates deep knowledge of specialty area within the educational setting. 	
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Audiology evaluation report • Written/electronic communications • Hearing loss PowerPoints for faculty • Planning and scheduling calendars • License/certification 	<ul style="list-style-type: none"> • Record of continuing education in audiology • Phone contact logs • Working files for hearing impaired students • Equipment inventory lists • Sample IEPs/504 Plans

TEAM Observation Support: School Audiologists

Services may look different for audiologists as they operate in a unique environment. Audiologists regularly consult with a wide variety of students with vastly different needs. Audiologist routines may vary at each school, and as such, the pace and structure of services may differ among school sites.

I. PLANNING

EXAMPLE—SERVICE PLANS

Planning—Service Plans:

There is evidence that the audiologist manages facilities, materials, and equipment necessary for the delivery of audiological services. This includes developing and monitoring a state mandated hearing screening program, as well as inventorying and maintaining testing equipment and assistive technologies in an efficient manner. The audiologist develops clear priorities and uses those priorities to create a schedule that makes the best use of audiological time and resources. The audiologist deftly adapts and manages services based on district resources and procedures. The audiologist plans collaboratively with other professionals and regularly reviews outside audiological information in order to develop and implement IEPs/504 Plans that are appropriate for diverse learners.

II. INSTRUCTION

EXAMPLE—DELIVERY OF PROFESSIONAL SERVICES

Instruction—Delivery of Professional Services:

The audiologist collaborates with students, teachers, school staff, and healthcare professionals regarding hearing loss and its impact on learning. He/she monitors and participates in the state mandated hearing screening program. The audiologist maintains clear and concise audiological data and records. He/she implements numerous different strategies for hearing impaired students to access the learning environment. The audiologist actively participates in the development of the IEP or 504 Plan for students with hearing loss and continuously monitors its implementation to ensure that it is driving student achievement. The audiologist provides identification, eligibility determination, and management for students with hearing loss as well as providing and maintaining assistive technology for hearing impaired students.

EXAMPLE—CONSULTATION/SUPPORT IN THE SCHOOL ENVIRONMENT

School Environment—Consultation/Support in the School Environment:

There is evidence that the audiologist consistently communicates with staff, students, parents, and outside agencies regarding issues that may impact learning for the student with auditory difficulties in a professional manner (e.g., noted in a communication log). Information is conveyed in an easy to understand language and is formatted for target audiences (e.g., parents, school staff, outside agencies). The audiologist regularly reviews and writes reports, as well as responds to emails, voicemails, written requests, and verbal requests in a timely and courteous manner. The audiologist continuously develops resource materials for parents and staff regarding hearing loss.

TEAM Observation Guidance: School Counselors

PRE-OBSERVATION QUESTIONS	
1.	How do you coordinate services for students and families?
2.	How do you keep the school and your stakeholders aware of changes to the counseling program?
3.	What system of consultation do you use?
4.	In what ways do you ensure that the counseling program is personally meaningful to stakeholders?
5.	What type of data do you use in planning and delivering your comprehensive school counseling program?
6.	How does your comprehensive school counseling program impact student achievement?
7.	In what ways do you deliver a comprehensive school counseling program?
KEY AREAS FOR EVIDENCE	
1.	<p>Planning of Services – Scope of Work</p> <ul style="list-style-type: none"> • Counselor utilizes school and student data to set specific and measurable annual goals for the counseling program. • Counselor conducts an annual needs assessment to identify strengths and opportunities for program growth and effectiveness. • Counselors spends the majority of time in direct and student support services to students.
2.	<p>Delivery of Services—Standards and Objectives</p> <ul style="list-style-type: none"> • Counselor uses school counseling standards to assess student growth and development and guide the development of strategies, activities, and services that help students achieve their highest potential. • Counselor delivers large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level. • Utilizes action plans and program results reports to align counseling standards to services and measure the impact of the counseling program.
3.	<p>Delivery of Services—Activities and Materials</p> <ul style="list-style-type: none"> • Counselor delivers large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level. • Counselor utilizes individual student appraisal and advisement to help all students plan, monitor, and manage their own learning. • Counselor provide individual and group counseling to address students' immediate needs and concerns and resolve academic, social and emotional, or college and career issues that are interrupting learning. • Counselor provides support and assistance to students and school community to navigate critical and emergency situations. • Counselor makes students and families aware of school and community resources that can provide additional information or assistance to help students be successful.
4.	<p>Delivery of Services—Developing Educational Plans for Students</p> <ul style="list-style-type: none"> • Counselor utilizes individual student appraisal and advisement to help all students plan, monitor, and manage their own learning. • Counselor analyzes school achievement, attendance, and discipline data to identify impact of the counseling program on student development and growth. • Counselor examines program results data and stakeholder feedback to determine the extent of change in student learning and behavior and mastery of counseling standards.
5.	<p>Environment—Professional Content Knowledge</p> <ul style="list-style-type: none"> • Counselor consults the school counselor competencies and ethical standards to guide decision making, professional growth, and ensure students have access to a high quality school counseling program. • Counselor assesses professional skills to determine a professional growth plan • Counselor responsibilities align to the school counselor's training and expertise so that all students

will benefit from the counseling program as well as master the school counseling standards.	
6. Environment—Respectful Culture	
<ul style="list-style-type: none"> • Counselor has worked with stakeholders to develop clear rules and expectations for behavior that sets high expectations for all students and holds them accountable for their actions. • Counselor practices regularly incorporate student interests and cultural heritage. • Counselor communications with students/stakeholders are consistently varied, of high quality, and demonstrate caring and respect for one another. 	
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Portfolios • Needs assessments • Program management agreements • Action plans/results reports • 504 plans • Advisory council meeting agenda 	<ul style="list-style-type: none"> • Post-secondary/graduation plans • Training agendas • Program goals (MEASURE) • Written/electronic communication • School improvement plan • Group counseling lesson plan

TEAM Observation Support: School Counselors

The evaluator will need to look more broadly at the school counselor than the classroom teacher, as the counselor is tasked with serving hundreds of students/stakeholders in a unique service setting. Counselor routines may vary at each school, and as such, the pace and structure of services may differ among school sites.

I. ENVIRONMENT

EXAMPLE—MANAGING STUDENT BEHAVIOR
The School Environment—Managing Student Behavior:
<p>The counselor receives a referral from a teacher regarding student behavior. The counselor does informal observation in class for a baseline of behaviors. The counselor meets with the student to discuss problematic behavior and engage in a participatory problem-solving process to generate possible solutions to help the student. Based on this discussion, the counselor works with the student and teacher to devise a behavior contract that is mutually agreeable to all parties. The student meets with the teacher, parents, and the counselor to review and sign the contract and discuss implementation of the behavior plan. The counselor follows up several times with the student, the teacher, and the parents in order to ensure that the contract is being implemented with fidelity. The counselor thoughtfully uses this feedback to make adjustments where necessary. The counselor provides additional resources for both the classroom teacher and the parent.</p>

II. DELIVERY OF SERVICES

EXAMPLE—COMMUNICATION
Delivery of Services—Communication:
<p>The counselor leads a parent meeting in a professional manner by hosting the meeting in a comfortable atmosphere, modeling expected behavior, presenting parents with updated documents, and maintaining a calm demeanor. The counselor stays on task throughout the meeting and deftly redirects the focus of the conversation to the topic at hand. The counselor pushes students and parents to actively participate in the problem-solving process and encourages thoughtful reflection. If a parent or student becomes upset, the</p>

counselor handles the situation calmly and professionally. Before ending the meeting, the counselor works with students and parents to come up with an actionable plan for next steps that is mutually agreeable.

EXAMPLE—CONSULTATION

Delivery of Services—Consultation:

A parent contacts the counselor to discuss recent changes in their child's behavior. The counselor pulls attendance, academic, and discipline information to help the parent determine if the issue is occurring at school, home, or both. The counselor shares child development information with the parent and works with the parent to come up with potential areas of discord that may be triggering the misbehavior. Throughout the meeting, the counselor makes sure that the parent is actively engaged in problem solving to ensure investment in the agreed upon strategies that will be used to address the issue. The counselor makes the parent aware of services that are available to the student in school as well as community resources and services that may be beneficial. The counselor works with the parent to come up with an action plan and schedules a concrete date for follow-up. The counselor follows up with the parent to provide any additional support and/or information as needed. All of these communications are clearly noted in a parent contact log.

EXAMPLE—SERVICE STRUCTURE AND PACING

Delivery of Services—Service Structure and Pacing:

A teacher contacts the counselor to let him/her know about a student with an immediate need. The counselor promptly pulls relevant information (e.g., attendance data, behavior records, previous contact, etc.) and arranges a meeting with that student as soon as possible. The counselor is able to utilize a variety of targeted intervention strategies to help address the issues facing the specific student. The counselor is able to connect the student's family to community resources and sets up a time for a meeting with the student and family. The student is able to leave the initial consultation with concrete, actionable next steps and a plan to effectively address the crisis. Highly effective pacing allows the counselor to meet the immediate stakeholder needs.

EXAMPLE—KNOWLEDGE OF STUDENTS

Delivery of Services—Knowledge of Students:

Counselor assists in interpreting student records to identify appropriate and targeted interventions for specific students on his/her caseload. Counselor makes numerous concerted efforts to better understand the cultural background, home life, and other relevant contextual factors of students with which he/she works on a regular basis (e.g., this may include attending cultural diversity workshops, poverty simulations, or other similar trainings to increase sensitivity to specific needs). As a result, students are able to receive specific feedback that aligns with their individual needs. Additionally, counselor works diligently to understand the student body as a whole and develop programming and services to best meet their needs. This overall knowledge allows students to have an increased level of comfort and will improve the chances of their seeking help from the counselor in the future.

TEAM Observation Guidance: School Psychologists

PRE-OBSERVATION QUESTIONS

1. What factors do you take into account when conducting an evaluation?
2. How do you effectively communicate with school staff and parents?
3. What types of evidence do you have to support that you follow state standards and criteria during evaluations? Where is this documented?
4. Describe your role in a consultation session (e.g., data team, behavior planning, school wide analysis, etc.).
5. Walk me through the intervention process and discuss relevant information that is used when making problem solving decisions through intervention tiers leading to a referral and evaluation for special education.

KEY AREAS FOR EVIDENCE

1. Delivery of Service—Standards and Objectives
 - During the pre-referral, referral, and assessment processes, the school psychologist follows prescribed standards by the state and these standards are documented in the evaluation reports.
 - School psychologist uses Tennessee state standards in order to determine eligibility (checklists utilized for completing required testing components).
 - School psychologist's screenings and evaluations are aligned with state standards and national best practice and match referral questions.
 - School psychologist will check for understanding of outcomes evidenced by signatures of agreement on pre-referral and eligibility paperwork by parent and teachers and/or by meeting notes.
 - Expectations for student outcomes will be identified within student plans such as behavior plans (i.e., replacement behaviors, data collection methods, reinforcement schedules), evaluation reports (e.g., CBM data, norm comparisons), data team information (e.g., goal setting, intervention planning), eligibility statements/report summaries.
2. Delivery of Service—Consultation
 - School psychologist shares information regarding disabilities, research, special education process, and interventions with school staff and parents.
 - During team meetings, school psychologist focuses on student needs, data analysis, and intervention recommendations that are research-based.
 - School psychologist works toward building trust by reinforcing implementation of teacher and parent strategies that are effective.
 - School psychologist asks stakeholders for their perspectives, and proposes recommendations respectfully and in appropriate contexts.
 - School psychologist sustains contact with stakeholders to review data on interventions to determine if those interventions are meeting students' needs.
 - School psychologist assists with the development and/or delivery of staff professional development.
3. Delivery of Service—Communication
 - School psychologist communicates information to parents, teachers, and students frequently in way that is understandable to all parties involved.
 - School psychologist asks meaningful questions that garner necessary and helpful information from staff and parents and show interest and desire to help the student.
 - School psychologist provides recommendations which are relevant and presented respectfully with regard to the dignity of the student and parent.
 - School psychologists provide resources for self-learning.

<p>4. Planning of Service—Analysis of Work Products</p> <ul style="list-style-type: none"> • School Psychologist conducts special education evaluations to inform eligibility, service, and programming decisions. • School Psychologist effectively communicates evaluation findings to school staff through written reports and conferences. • School Psychologist conducts evaluations that are appropriate for the student being evaluated. • School Psychologist conducts evaluations that are informative for instructional and/or programming purposes. 	
<p>5. Planning of Service—Evaluation of Services and/or Program</p> <ul style="list-style-type: none"> • School Psychologist contributes to school-wide assessment and data-based practices for academic, social-emotional, and behavioral domains. • School Psychologist collects or assists with collection of student data to inform core curriculum and instructional practices. • School Psychologist conducts evaluations of school-wide practices and programs to ensure effectiveness and guide continuous improvements. 	
<p>6. Environment—Respectful Culture</p> <ul style="list-style-type: none"> • School Psychologist effectively engages in consultation and collaboration with school staff, parents, and families in a respectful manner. • School Psychologist works well with others as part of a team (e.g., intervention team, multi-disciplinary team, etc.). • School Psychologist addresses parent and teacher concerns and assists with identifying intervention strategies. • School Psychologist clearly explains data and intervention strategies. • School Psychologist utilizes facilitation and conflict resolution skills and strategies. 	
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Psycho-educational Evaluation Reports • Recommendation resources • Behavior Intervention Plans • Evaluation assessment checklists 	<ul style="list-style-type: none"> • Evaluation/Screening logs • Training materials • Re-evaluation packets • Communication logs

TEAM Observation Support: School Psychologists

The evaluator will need to look more broadly at the school psychologist than the classroom teacher as the school psychologist often serves students in multiple schools and the roles they fulfill vary depending on the needs of each school.

I. PLANNING OF SERVICES

EXAMPLE—ANALYSIS OF WORK PRODUCTS

Planning of Services—Analysis of Work Products:

The School Psychologist receives a referral to conduct a comprehensive psycho-educational evaluation. The School Psychologist determines appropriate assessment tools, which are sensitive to cultural and/or environmental factors and that address the area(s) of concern. The evaluation components meet the state standards for evaluation procedures and are sufficient for determining eligibility for special education services. The evaluation utilizes multiple sources of data that are used to inform instruction. The School Psychologist compiles the evaluation data into a written report and presents the information to the IEP team. The School Psychologist interprets the report and is able to answer questions related to the evaluation. The School Psychologist includes recommendations based on student evaluation data.

EXAMPLE—EVALUATION OF SERVICES AND/OR PROGRAM

Planning of Services—Evaluation of Services and/or Program

The School Psychologist participates in school-wide assessment procedures to collect academic, social-emotional, and/or behavior data through benchmark or universal screenings. The School Psychologist consults with school teams to interpret benchmark data to evaluate the effectiveness of core instruction and identify at-risk students. The School Psychologist consults with school personnel to identify appropriate, targeted interventions for students identified as at-risk. Based on the effectiveness of core instruction or program, the School Psychologist may facilitate suggestions for improved instructional practices. The School Psychologist analyzes progress monitoring and/or behavioral data to evaluate the effectiveness of interventions and consults with school teams on possible changes to interventions.

II. ENVIRONMENT

EXAMPLE—RESPECTFUL CULTURE

Environment—Respectful Culture:

The School Psychologist participates in a student's IEP meeting as part of a multi-disciplinary team. The School Psychologist utilizes active listening strategies to facilitate discussions and to address the concerns of all parties. The School Psychologist encourages participation from all members of the team and treats each member with respect. If a parent or team member becomes upset, the School Psychologist handles the situation calmly and professionally. The School Psychologist limits jargon when interpreting information and ensures understanding from all parties.

III. DELIVERY OF SERVICES

EXAMPLE—STANDARDS AND OBJECTIVES

Delivery of Services—Standards and Objectives:

The School Psychologist is invited to a referral meeting. The School Psychologist reviews materials and helps the team determine if all pre-referral requirements have been met. If there are areas which still need to be addressed, the School Psychologist is able to identify them based on state standards and provides recommendations to the team. When determining evaluation needs, the School Psychologist refers to Tennessee criteria, and determines appropriate assessments that need to be completed focusing on areas of identified weakness. The School Psychologist ensures all parties understand presented information and are able to provide informed consent.

EXAMPLE—CONSULTATION

Delivery of Services—Consultation:

A School Psychologist is asked to attend a data intervention team meeting as a participant. During the meeting, the School Psychologist provides meaningful input in regards to the student's progress, or lack thereof, and assists the team in making appropriate decisions regarding movement in tiered intervention process. Recommendations are based on RTI² plan requirements and NASP standards for best practice, which are research-based. If more information is needed from the interventionist or teacher, the School Psychologist asks meaningful questions that provide further clarification of the student's needs. Resources and information provided to the team reflect specific grade level and/or student need.

EXAMPLE—COMMUNICATION

Delivery of Services—Communication:

If asked to consult prior to meetings, the School Psychologist communicates with staff and/or parents in a timely manner (via email, phone, or in person) and documents contact attempts appropriately. When providing information to teachers and parents, the School Psychologist does so in a way that is easily understood by all parties. When providing evaluation results, the School Psychologist provides a written copy and verbally explains results to parents and teachers in a professional manner (i.e., verbal and nonverbal language is respectful and addresses concerns presented) that clearly explains evaluation findings following special education evaluation. Discussions reflect awareness of others' feelings and perceptions, elicit questions for clarity, and allow for all parties to address their concerns.

TEAM Observation Guidance: School Social Workers (SSW)

PRE-OBSERVATION QUESTIONS	
<ol style="list-style-type: none"> 1. How do you plan your services for the year? 2. How do you use data to inform services? 3. How do you remain involved in developing students' educational plans? 4. How do you communicate expectations and services to students, parents, and faculty? 	
KEY AREAS FOR EVIDENCE	
<ol style="list-style-type: none"> 1. Delivery of Services—Professional Content Knowledge <ul style="list-style-type: none"> • SSW has a comprehensive understanding of available school and community resources. • SSW provides clear, consistent, and timely information to students, parents, and faculty regarding available resources (e.g., food bank, clothing, homeless shelters, mental health counseling, free health clinics, etc.). • SSW purposefully uses data (e.g., behavior reports, attendance records, free/reduced lunch status, etc.) to determine the needs of students who may require additional support and resources outside of the school setting. 	
<ol style="list-style-type: none"> 2. Delivery of Services—Service Structure and Pacing <ul style="list-style-type: none"> • Services are strategically targeted to meet the needs of diverse audiences (e.g., students, parents, teachers, etc.). • SSW frequently follows up with relevant stakeholders to ensure that they are able to access all necessary services. • Pacing and timing provide opportunities for the individual needs of diverse audiences (e.g., students, parents, teachers, etc.). • Services are provided in a timely and appropriate manner to limit intrusion on instructional time. 	
<ol style="list-style-type: none"> 3. School Environment—Managing Student Behavior <ul style="list-style-type: none"> • SSW does the following when working with students directly: <ul style="list-style-type: none"> ◦ collaborates with students to establish clear rules for behavior, ◦ uses various techniques targeted to individual needs to maintain appropriate behavior, ◦ overlooks inconsequential behavior, and ◦ attends to disruptions quickly and firmly. • When not working with students directly, SSW uses a variety of resources to assist teachers and parents with managing disruptive behavior. 	
<ol style="list-style-type: none"> 4. School Environment—Environment/Workspace <ul style="list-style-type: none"> • SSW creates a warm and welcoming environment regardless of workspace.* • SSW has clearly established organizational structures that allow him/her to effectively and efficiently maintain client caseload regardless of physical space provided (e.g., this could look like a rolling cart with clearly labeled case files, resource information, etc.). <p><i>*Many SSWs do not have a dedicated workspace at their delivery site.</i></p>	

EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Behavior contracts • Behavior incentive programs • Age-appropriate materials • Behavior plans • Behavior data • Community resource contact lists 	<ul style="list-style-type: none"> • Planning calendar • Schedule • Written behavior reports • Attendance data • Contact logs • Pamphlets/handouts about community resources

TEAM Observation Support: School Social Workers (SSW)

SSWs usually work one-on-one with students and families to make referrals and provide community resources, and as such, consultation meetings may be fluid. Many SSWs work on *behalf* of students rather than directly with students. Therefore, management of student behavior may look different for some SSWs. Many SSWs do not have a dedicated workspace at their delivery site.

I. THE SCHOOL ENVIRONMENT

EXAMPLE—MANAGING STUDENT BEHAVIOR

The School Environment—Managing Student Behavior:

A teacher has referred a student to the SSW due to the increasing number and intensity of angry outbursts by the student. The SSW works with the teacher to schedule times to come in and observe the student in the classroom environment. The SSW also meets with the student to gather more information as to why the student is having a hard time controlling his/her behavior. The SSW works with teacher to identify issues in the classroom environment which may trigger the student's angry outbursts. The SSW also schedules individual sessions to work with the student on healthy strategies for managing behavior and controlling impulsive outbursts. The SSW includes the teacher, student, and parents in creating a behavior plan. The SSW also works with parents to provide information about outside counseling resources which could help the family with the root causes of the impulsive behaviors. Once a behavior plan is in place, the SSW frequently follows up with relevant stakeholders to ensure that it is being implemented with fidelity and is meeting the individual needs of the student. The SSW makes changes to the behavior plan as needed.

EXAMPLE—ENVIRONMENT/WORKSPACE

The School Environment—Environment/Workspace:

The SSW intentionally plans an environment/workspace that is safe and supportive of working with teachers, parents, and students. The workspace has resources easily accessible to teachers, students, and parents. There is a clear routine in place to refer students and/or make an appointment with the SSW.

II. DELIVERY OF SERVICES

EXAMPLE—PROFESSIONAL CONTENT KNOWLEDGE

Delivery of Services—Professional Content Knowledge:

A teacher refers a student to the SSW concerning the student coming to school in dirty, torn clothes as well as for stealing snacks out of other students' desks. The SSW pulls relevant data to identify any trends before speaking with the student (e.g., attendance records, behavior reports, prior referrals, etc.). The SSW immediately schedules a meeting with the student and asks him to tell her about what is going on at home. The SSW learns that the student lives with only mom who recently lost her job. The student tells the SSW that mom is very sad and doesn't do laundry or grocery shop anymore. The SSW schedules a meeting with mom, during which she creates a comfortable and respectful meeting environment. The SSW gives mom a packet of information with community resources (e.g., free mental health counseling, career counseling, local food bank information, clothing bank information, etc.). The SSW works with mom to develop a plan for next steps and follow up.

EXAMPLE—SERVICE STRUCTURE AND PACING

Designing and Planning Services—Service Structure and Pacing:

The structure and pacing of the services provided by the SSW are timely and directly aligned to the individual needs of students and families. The SSW uses the Early Warning Data System to run regular reports to determine students who may be most at-risk (e.g., discipline reports, attendance reports, course credit/grades, teacher referral forms, etc.). A clear plan is in place for how to address students with multiple warning indicators. The SSW works closely with school administrators, teachers, students, and parents to implement interventions based on data and individual student needs. The SSW has a clear plan for following up with school administrators, teachers, students and parents to assess progress.

TEAM Observation Guidance: Speech/Language Pathologists (SLP)

PRE-OBSERVATION QUESTIONS	
<ol style="list-style-type: none"> 1. How do you ensure that therapy sessions or assessment tasks address the individualized needs and/or IEP goals of students, and, if applicable, how do you do so within a heterogeneous group? 2. How do you frame lessons within a broader scope and sequence? 3. How do you construct and manage systems to ensure services are delivered in a responsive and timely manner (e.g., IEPs, evaluations, eligibility requirements, parent/teacher conferences, etc.)? 4. How do you consult, collaborate, and communicate with classroom teachers, other stakeholders, and special education teachers in delivering services and in the IEP process? 5. What are some examples of appropriate materials and activities that you use to augment planned services and what are you doing to evaluate the effectiveness of these materials and activities? 6. How do you use data to develop IEPs and document IEP progress? 7. How does this lesson relate to what is being taught in the general education curriculum? 8. How will this lesson help your students make progress toward the standard? 9. How did you select the materials you are using for this lesson? 10. How are you using prior knowledge in your lesson? 	
KEY AREAS FOR EVIDENCE	
1. Delivery of Services—Delivery of Professional Services	<ul style="list-style-type: none"> • SLP provides services to support high expectations for the educational success of all students. • SLP uses a variety of materials, methods, and strategies that are differentiated based on individual student needs to remove learning barriers and promote active student participation. • SLP actively seeks out opportunities to assist in the development and implementation of specialized programs for students and families.
2. Delivery of Services—Communication	<ul style="list-style-type: none"> • SLP utilizes a balanced mix of communication methods, including but not limited to, graphic, pictorial, cued, signed, written, oral, electronic, etc. that are targeted to specific needs. • SLP consistently asks purposeful and coherent questions and uses feedback to improve the quality and impact of programs and services offered. • SLP actively communicates with students, parents, teachers, and other relevant stakeholders about assessment results, service provision, and/or program goals to ensure that services are meeting the differentiated needs of students and their IEPs.
3. Delivery of Services—Knowledge of Students	<ul style="list-style-type: none"> • SLP uses the one-on-one, small group, diagnostic, or therapeutic setting to gain a deep understanding of students' individual strengths, weaknesses, and needs. • SLP regularly tailors assessment, instruction, and activities to include student interests and cultural heritage in order to increase the level of student interest. • SLP consistently utilizes differentiated strategies to ensure that students' individual needs are being met.
4. Environment—Environment	<ul style="list-style-type: none"> • The workspace is organized, welcoming, and encourages learning. • The workspace is deliberately designed to promote individual and group participation. • Supplies, equipment, and resources are readily accessible and offer numerous opportunities for differentiated learning.
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Progress reports • Eligibility reports • Sample activities/materials and lesson plans • IEPs • Speech/language evaluation reports • Yearly scope and planning calendar 	<ul style="list-style-type: none"> • Disability monitoring standards reference sheet • School team records/referral documentation • IEP data manager (or equivalent) • Needs/skills assessments, surveys, or checklists • Parent contact logs • RTI² documentation

TEAM Observation Support: Speech/Language Pathologists (SLP)

The evaluator may need to look more broadly at the SLP than other school services personnel, as the SLP is tasked with assessing and/or serving students and stakeholders in a unique setting. SLP routines may vary at each school (e.g., push-in, pull-out, mobile classroom, etc.), and as such, the pace and structure of services may differ among school sites.

I. ENVIRONMENT

EXAMPLE—ENVIRONMENT

Environment—Environment:

The SLP has created an instructional area that is conducive to learning and makes students feel intellectually stimulated and safe to take risks (e.g., there are posters, examples of student work, etc. prominently displayed). The SLP provides a calm and safe environment for assessment of individual students and administers test protocols in a manner that promotes optimum student performance. The SLP works with students to set high expectations, which are clearly displayed in the learning space. These expectations are upheld and reinforced through both verbal and non-verbal communication with teachers, students, and parents. Supplies and materials are clearly labeled and organized, and are easily accessible to students of all ages and ability levels. There are visibly delineated spaces for different types of activities that can be easily identified by students.

II. DELIVERY OF SERVICES

EXAMPLE—DELIVERY OF PROFESSIONAL SERVICES

Delivery of Services—Delivery of Professional Services:

The SLP has a thirty minute session scheduled with a kindergartener with language difficulties. As children at this age are only able to focus on specific tasks for short increments of time, the SLP facilitates a series of several age-appropriate and developmentally appropriate activities targeted at individual student needs. The SLP carefully balances play-based activities (e.g., pretend play) with more structured activities (e.g., flashcards, worksheets, matching tasks, etc.) to ensure the student stays engaged throughout the session. As the session proceeds, the SLP seamlessly inserts several checks for understanding and adjusts further instruction based on level of mastery. At the end of the session, the SLP briefly summarizes the session's activities to further ensure internalization of strategies practiced. The SLP reports results of observations and assessment in a timely manner, giving examples to support understanding. The SLP provides ideas and recommendations to teachers and parents about strategies to support the student in his/her educational program.

EXAMPLE—COMMUNICATION**Delivery of Services—Communication:**

After collaborating with relevant stakeholders to develop IEP goals, the SLP provides timely and appropriate feedback to teachers and parents on the student's progress towards IEP goals. The SLP presents the teacher and parent with samples of activities and/or strategies used in the individual sessions and guides them through any questions they may have about implementing these strategies in the classroom or home environment. The SLP communicates with kindness and clarity the results of observations and assessments and makes recommendations to the teacher and parents about strategies which could be used to support the work of the SLP with the student. The SLP actively seeks input from the teacher and parents about historic and current skills, as well as progress they have seen with the student and any stumbling blocks they have encountered. The SLP keeps a clear and detailed record of these communications in a contact log and is able to reference it easily to track discussion and concerns throughout the year.

EXAMPLE—KNOWLEDGE OF STUDENTS**Delivery of Services—Knowledge of Students:**

The SLP works with students and other relevant stakeholders to develop specific and differentiated learning goals for each student. Within these goals, the SLP continuously strives to target activities to student interests. For example, if the IEP goal is targeted at working with a student to increase fluency, the SLP may have the student read passages about dinosaurs or another topic of particular interest to that particular student in order to increase the student's overall level of engagement. The SLP uses guidelines for specific populations effectively, including standard error of measurement and information on racial/ethnic differences. The SLP is also able to demonstrate how activities are monitored and adjusted as needed to meet individual student needs. The SLP has a clear way to evaluate if the student is making progress based on the student work products, and the student can clearly articulate how he/she is being evaluated.

TEAM Observation Guidance: Vision Specialists

PRE-OBSERVATION QUESTIONS	
<ol style="list-style-type: none"> 1. How do you ensure that vision services address the individualized IEP goals/objectives of students, and how do you do so within a heterogeneous group? How do you frame lessons within a broader scope and sequence? 2. How do you construct and manage systems to ensure that vision services are delivered in a responsive and timely manner (e.g., IEPs, evaluations, eligibility requirements, parent/teacher conferences, etc.)? 3. How do you consult, collaborate, and communicate with classroom teachers, special education teachers, and other stakeholders in delivering services and in the IEP process? 4. What are some examples of appropriate materials and activities that you use to augment planned services and what are you doing to evaluate the effectiveness of these materials and activities? 5. How do you use data to develop IEPs and document IEP progress? 	
KEY AREAS FOR EVIDENCE	
<ol style="list-style-type: none"> 1. Delivery of Services—Delivery of Professional Services <ul style="list-style-type: none"> • Vision specialist provides services to support high expectations for the educational success of all students. • Vision specialist uses a variety of materials, methods, and strategies to remove barriers to learning and promote active student participation. • Vision specialist actively assists in the development and implementation of specialized programs for students, families, and staff. 	
<ol style="list-style-type: none"> 2. Delivery of Services—Communication <ul style="list-style-type: none"> • Vision specialist utilizes a balanced mix of communication methods, including but not limited to, written, oral, electronic, etc. that is targeted to specific student/stakeholder needs. • Vision specialist consistently communicates with stakeholders about service/program goals to ensure progress towards goals and improve the delivery and impact of programs/services. • Vision specialist communicates regularly with others in professional field to ensure that he/she is up-to-date on available resources, strategies, etc. 	
<ol style="list-style-type: none"> 3. Delivery of Services—Knowledge of Students <ul style="list-style-type: none"> • Practices display deep understanding of each student’s individual needs, as demonstrated through the consistent use of differentiated strategies to meet diverse learning goals. • Vision specialist regularly incorporates student interests and cultural heritage into activities/consultations to improve the quality and impact of services provided. 	
<ol style="list-style-type: none"> 4. Environment—Environment <ul style="list-style-type: none"> • Vision specialist creates a warm and welcoming environment regardless of physical workspace. • Vision specialist has clearly established organizational structures that allow him/her to effectively and efficiently maintain caseload regardless of physical space provided (e.g., this could look like a rolling cart with clearly labeled student files, resource information, eye charts, etc.). 	
EXAMPLES OF EVIDENCE/ARTIFACTS	
<ul style="list-style-type: none"> • Test data • Progress reports • Eligibility reports • Sample activities/materials and lesson plans • IEPs • Vision reports • Professional development for faculty • Parent workshop meetings 	<ul style="list-style-type: none"> • Disability monitoring standards reference sheet • School team records/referral documentation • Communication logs • RTI documentation • Data collection logs • Needs assessments and surveys

TEAM Observation Support: Vision Specialists

Services may look different for vision specialists because they work one-on-one with students, and as such, they must have a deeper knowledge of their students' individual needs. Vision specialists must be able to effectively facilitate communication between teachers, parents, students, and outside agencies to specifically target IEP goals.

I. ENVIRONMENT

EXAMPLE—ENVIRONMENT

Environment—Environment:

Vision specialist provides an environment conducive to learning when working individually with students on IEP goals. This includes multiple different manipulatives and resources that are easily accessible to students. The vision specialist has high expectations for all students that are clearly exhibited in verbal and non-verbal communication with teachers, students, and parents.

II. DELIVERY OF SERVICES

EXAMPLE—DELIVERY OF PROFESSIONAL SERVICES

Delivery of Services—Delivery of Professional Services:

The vision specialist collaborates with students, teachers, other school staff, and healthcare professionals regarding visual disabilities and their impact on learning. He/she monitors and participates in the state mandated vision screening program and maintains clear and concise data and records on student vision, which are used to make referrals to service providers. The vision specialist implements numerous different strategies to ensure that visually impaired students are able to access the learning environment. The vision specialist actively participates in the development of the IEP or 504 Plan for students with visual disabilities and continuously monitors its implementation to ensure that it is driving student achievement. The vision specialist provides identification, certification, and management for students with visual disabilities and also provides and maintains a list of community vision resources for parents and students.

EXAMPLE—COMMUNICATION

Delivery of Services—Communication:

The vision specialist provides timely and appropriate feedback to teachers and parents on the progress of the IEP goals, as well as consulting with relevant stakeholders to determine if proper actions have been taken to assist visually impaired students. The vision specialist presents the teacher and parent with samples of activities and/or strategies used in the individual sessions and makes recommendations to the teacher and parent on strategies that could be used in the classroom or at home to support the work of the specialist with the student. The vision specialist also communicates with medical personnel as needed to assist with the evaluation process.

EXAMPLE—KNOWLEDGE OF STUDENTS

Delivery of Services—Knowledge of Students:

The vision specialist provides a variety of sample activities used to target specific IEP goals of students. For example, if the IEP goal is targeted at working with a student to increase Braille fluency, the specialist may provide samples of developmentally appropriate student activities that encompass multiple learning styles. The vision specialist is able to show consistent and measurable student progress based on the progression of activities and vision services. The vision specialist is also able to clearly demonstrate how activities are monitored and adjusted as needed to meet individual student needs. The vision specialist has a clear way to evaluate if the student is making progress based on student work products.