

**IDA PUBLIC SCHOOLS**  
**PROCESS FOR CONDUCTING CLASSROOM OBSERVATIONS**

1. Evaluators will conduct at least 3 observations per school year for each employee (one per marking period preferred)
2. One observation will be unscheduled
3. Administrators responsible for the teacher's performance evaluation shall conduct at least one of the observations
4. Other observers who are trained in the evaluation tool may also conduct observations
5. The teacher must receive feedback within 30 days after each observation
6. Classroom Observations will include the following components:
  - A review of the teacher's lesson plan
  - A review of the state curriculum standard being used in the lesson
  - Pupil engagement in the lesson
  - Evidence collection through the evaluation tool
  - Evaluation conferences will be held both at the beginning of the school year and at the end of the school year and include the required components per training
  - The performance ratings and improvement plans will be consistent with The Thoughtful Classroom Framework, Board of Education Policy and the design of the STAGES software