# Special Education Department

**Evidence Collection: Informal Observation Form**

**(To be completed by Administrator during unannounced observation of short duration [up to 20 minutes]).**

**A copy is given to the teacher within two school days of the observation.**

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| **Domain 5a: Demonstrating Effective Case Management Skills**  Paperwork, monitoring, development of EP and IEP | **Domain 5b: Due Process**  Knowledge/implementation of SPED laws/regs |
| **Domain 5c: Testing and Assessment**  Planning for/administering test measures, interpreting data, report writing, communicating results | **Domain 5d: Supervision of Educational Assistants**  Daily management and annual performance evaluations |

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| **Special Education Department: Evidence Collection: Informal Observation Form (continued)** | |
| **Domain 5c: Consultation**  Obtaining/providing consultation, collaborating | **Domain 5f: Knowledge of and Skills Specific to Qualifying Disabilities**  Services, goals, objectives, accommodations, curriculum, state standards, eval. plans and reports, integrating students, advocating for inclusion |

**Name of teacher: Name of observer/date:**

**Conference requested (if checked)**