



CLASSROOM OBSERVATIONS

Formal and informal evaluations and instructional coaching will be performed by the GM and/or Curriculum Coordinator. The GM and Curriculum Coordinator will use the *Expected Attributes of Keisho Teachers* and the observation forms based on that document to evaluate a teacher's performance and make suggested improvements.

As part of their policy-making and oversight roles, Board Directors may visit classrooms for observations. Classroom observations by Board Directors will be coordinated by the Keisho Board and GM in advance. Board Directors' observations should be for information-gathering purposes only and non-evaluative. If a Board Director has a specific concern about a teacher's instruction, he/she should communicate that concern directly to the GM. The GM is the point-of-contact between the Board and the Education Team and the direct supervisor of the teachers.

Any observer should take care that the observation does not interfere with instruction. A teacher may request her/his class not be observed at particular times if the teacher feels it would be disruptive or interfere with their lesson (e.g. administering a test).