



Office of the



State Superintendent of Education

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**OSSE Adult and Family Education  
Program Year 2011-2012  
Classroom Observation Protocol**

To assess and enhance the quality of instruction provided to adult learners in the District of Columbia, the OSSE Adult and Education Monitoring Team will observe and evaluate teachers providing instruction in each OSSE sub-grantee agency.

During the classroom observation, the Monitoring Team will:

- Determine how effectively instruction is tied to Comprehensive Adult Student Assessment System (CASAS) class profiles by competency, student profiles by competency, and student goals;
- Determine how closely instruction is tied to lesson plan objectives;
- Observe the instructional delivery methods used to teach adult learners; and
- Evaluate the level of engagement of the learners in the class.

At least two classes will be observed within the program year; however, the monitoring team may request to observe additional classes. An OSSE funded instructor must be observed as part of the classroom observation. If there are no OSSE funded instructors, sub-grantees must apprise the Monitoring Team in advance that classes are being taught by volunteers. In this case, the OSSE will observe the volunteer instructors.

Additionally, the OSSE reserves the right to observe instructors (both OSSE funded and/or partner agency staff) of any sub-grantee funded Service Models III, IV, V and VI.

The OSSE Monitoring Team will determine the day of the visit and which class will be observed. One observation will be announced and the other will be unannounced. The selected class will be observed up to two (2) hours or more, as necessary.

The OSSE Monitoring Team will contact the sub-grantee to schedule the announced observation. An Outlook Invitation with the Classroom Observation Protocol and Form will be forwarded to the program manager and the teacher in preparation for the visit. The Classroom Observation Form includes the areas that will be assessed. The Monitoring Team will meet with the program manager and teacher at least 15 – 30 minutes prior to the observation and 15- 30 minutes after the observation. At the end of the observation, the Monitoring Team will discuss the results with the program manager and teacher.

After the classroom observation, the Monitoring Team will:

- Tally the scores.
- Complete the Classroom Observation Form (typed for electronic distribution).
- Forward the completed Classroom Observation Form to the teacher, program manager, and monitoring team members.
- If the teacher scores below 70-75%, Monitoring Team works with program manager to develop an Improvement Plan which includes PD/TA for the teacher.
- After the teacher has had sufficient time to participate in PD/TA, conduct a follow-up classroom observation.
- Use the higher of the two scores to determine the average score (of the two teachers observed) on Measure B3 of the Final Monitoring Instrument.
- Upload completed Classroom Observation Form(s), lesson plan(s) and handouts into the OSSE AFE monitoring platform.