The Curriculum Project eClassroom Graduation Checkpoint #1 Guidelines - for Administrators

Curriculum Project eClassroom Graduation **Observers must** have:
- strong knowledge and experience of Model Classrooms Project strategies & techniques;
- the ability to commit to uninterrupted observations lasting a full class period;
- the ability to objectively document another teachers' skills in the classroom based on student behavior.

Larger campuses should consider staff such as instructional specialists, instructional coaches or other non-classroom instructional leaders for the role of observer.

Smaller campuses may need to rely on the principal and/or assistant principal to begin the process of graduating teachers.
- encourage teachers who you will be comfortable with assuming some observational responsibility, to move through the course and be among the first you observe and (hopefully) graduate;
- when an experienced teacher (4 – 5 years) with strong MCP knowledge and skill, graduates from Course 1, they may be considered for the role of observer.

Expectations of the observer:
1. To familiarize themselves with eClassroom content;

2. To recognize that effective implementation of Model Classrooms Project strategies is observable in student behavior.
- 2.a The Graduation Checklist includes 15 concrete, observable student behaviors;
- 2.b The Checklist includes intentionally non-rigid measurements of participation: "most, many or a reasonable number" vs. 80 or 90%. The observer needs to consider the environment overall and bumps that can occur during a lesson.
- 2.c Remember that most MCP strategies can and should be demonstrated several times within any lesson, so "some students" may turn into "most students" during the observation.

3. To spend an entire, uninterrupted class period for the observation.
- 3.a The observation should start at the very beginning of the lesson and last through the end of the lesson.
- 3.b On secondary campuses, arrive in time to observe students entering the classroom.

4. For the observation, the teacher being observed will log the observer into their instance of the eClassroom, on the observer's or the teacher's computer.
- 4.a This is the device that will be used during the observation.
- 4.b This needs to be planned in advance.

5. At the completion of the observation, the observer will document his/ her own first name, last name, title, the date, the start time and the stop time of the observation.
- 5.a When the observer "submits" this document he/she is logged out of the teacher's account.

6. The teacher may take time to revisit videos, handouts, and especially self-reflection guides and *may get observed an unlimited number of times with no penalties.*
- 6.a The point of each eClassroom Course is to help a teacher implement strategies and techniques which yield positive student results.