Steps to Peer Observation at the Adult Learning Program
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The Adult Learning Program of Jamaica Plain Community Center uses an annual peer observation and feedback process for teachers’ professional development. We developed our process for this, including our document, Elements of Quality Teaching and all the forms, over a series of staff retreats.

- Teachers fill out a Teacher Self-Reflection Form where they describe their areas of relative strength and weakness, using our Elements of Quality Teaching document.

- Teachers fill out a Peer Matching Form where they describe their areas of expertise someone observing them might learn from, what they would like to learn by observing, and whether they prefer to observe someone in a level close to theirs or something different.

- The director matches pairs. Some teachers observe and are observed by the same person (A B), others are part of two different pairs (A B, CA, BD). It gets complicated!

- Staff meeting time or a non-instructional night is used for pairs to meet, pre-observation, to discuss the self-reflection of the observee and what they each hope to gain. They use a Classroom Observation Form to decide what aspects the observer will pay specific attention to. The observer takes notes of that meeting.

- The director schedules observation sessions. Each observer sits in for a whole three-hour class, and takes notes. The observer’s class has a sub.

- Pairs meet again after the observation. The observer writes up the Classroom Observation Form to share feedback with observee.

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More Resources for Teacher Observation Projects
<www.aelweb.vcu.edu/projects/observation/>

The Virginia Teacher Feedback and Guidance Project
Description of a process, set of tools, guides for the observer, and supplemental materials for teacher observation projects designed to better understand classroom practice.

<www.sabes.org/resources/observation/index.htm>

Teacher Observation in Adult Basic Education by Alex Risley Schroeder.
The description of an observation process plus links for tools and forms.

<www.sabes.org/resources/observation/programs.htm>

Teacher Observation at Two Massachusetts ABE Programs
The description of the process and samples of forms and guides.