

**DERRY TOWNSHIP SCHOOL DISTRICT
HERSHEY, PENNSYLVANIA 17033**

OBSERVATION REPORT

Professional Employee: Nicole Butler

Observer: Aaron Shuman

School: Hershey Middle School

Position: Assistant Principal

Assignment: 6th Grade Computer

Pre-conference Date: 1/11/2011

Observation Date: 1/13/2011

Post-conference Date: 1/18/2011

Summary of Observation

Synopsis of Lesson

The lesson began as the students entered the classroom and began to set-up their workstations. The students hooked up mice, full size keyboards, and orange skins on the laptops. The teacher then instructed the students to begin working in micro-type. While the students worked the teacher walked around the classroom and monitored their progress. The students worked on micro-type for half of the period then the teacher asked the students to get out their folders. The class spent a couple of minutes cleaning out their folders in preparation for the beginning of the new marking period. Then the teacher gave each student a laminated stop/go sign and explained that the class would be using the signs to signal the teacher as they worked through the upcoming activity together. The teacher asked the class to open their previously typed document and she opened an example on the Promethean Board. The teacher asked for volunteers to come up to the board and review how to change the background and access toolbars. Then the teacher demonstrated how to use text wrapping and change the layout of a graphic in a document.

Planning and Preparation

The teacher planned a lesson that allowed students to actively explore the text wrapping and background features of MS Word. The teacher demonstrated knowledge of the students by designing a developmentally appropriate lesson. The teacher's instructional goals were posted; however, some of them were not visible because of available screen space. The teacher used resources that included: laptops, orange skins, mice, micro-type, MS Word, stop/go signs, the promethean board and a projector. The lesson activities all tied to typing and MS Word. The teacher assessed student learning through the micro-type program and through observation and task completion.

Classroom Environment

The teacher created an environment of respect and rapport by addressing all student concerns and questions before proceeding with the lesson. The classroom exhibited a culture for learning where the students helped each other and worked together with the teacher. The teacher redirected several students during the lesson and did so in an appropriate and respectful manner. The teacher's classroom was organized in a manner that made efficient use of the space and equipment available.

Instruction

The teacher communicated clearly to the students throughout the lesson and demonstrated new concepts for the class prior to having the students try them individually. The teacher used questioning to review previously taught concepts. Most of the students were engaged throughout the lesson, but in some cases students needed redirection from the teacher. The teacher moved around the classroom and provided feedback to several students on an individual basis.

Professional Responsibility

The teacher reflected accurately on the lesson observed. The teacher's system for maintaining records is accurate and effective. The teacher communicates with families through the use of moodle, email and phone contacts. The teacher actively participates in district professional development initiatives. The teacher works to provide students with opportunities to experience success beyond the classroom through serving as a student council advisor.

Recommendations

Could the teacher improve the lesson by making sure the students see the connection between the lesson activities and the larger learning goals?

Could the teacher improve the lesson by expanding concepts beyond Microsoft Word to Word processing in general – tool oriented verses a specific package?

Copies – Professional Employee

Observer

Personnel File

 2-4-11

Observer's Signature/Date

 2/4/11

Employee's Signature/Date