

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

OBSERVATION REPORT

Professional Employee: Nicole Butler

Observer: Aaron Shuman

School: Hershey Middle School

Position: Assistant Principal

Assignment: 7th Grade Computer

Pre-conference Date: 10/5/2010

Observation Date: 10/7/2010

Post-conference Date: 10/12/2010

Summary of Observation

Synopsis of Lesson

The lesson began as the students entered the room and took their seats. The teacher had the unit essential question projected on the classroom wall. The topic of the unit was Microsoft Excel. The teacher began the lesson by asking some questions to assess prior knowledge. The teacher asked the students to open MS Excel and then asked the class some questions that developed connections to MS Word, a program the students were more familiar with. Then the teacher led a discussion with the class and repeatedly asked for volunteers to come up and demonstrate different formatting and navigating techniques. After demonstrating several different elements of the MS Excel program, the teacher opened the final project for the unit and asked the class what they saw on the screen that they had learned how to do today. Then the teacher shared with the class that Excel can do a lot more than what they had explored today. To close the lesson, the teacher asked the class to share something they had learned that day.

Planning and Preparation

The teacher demonstrated knowledge of content and pedagogy by designing a lesson that built upon simple tasks leading to more complex tasks. The teacher demonstrated knowledge of her students by making an adjustment to the lesson that allowed the students to get up and move around when they appeared lethargic. The teacher's goals were appropriate and aligned with the DTSD computer curriculum. The teacher used resources that included: desktops, a laptop, MS Excel, Moodle, Jing, a projector. The teacher designed a coherent lesson where all of the elements focused on learning MS Excel. The teacher used observation and questioning to assess student learning.

Classroom Environment

The teacher developed an environment of respect and rapport by making sure that students all felt comfortable to contribute to the classroom discussion. The classroom exhibited a culture for learning where the teacher and the students all worked together to accomplish the goals of the lesson. Student behavior was entirely appropriate during the lesson. The teacher had procedures in place that included the use of student folders and having a classroom helper take attendance.

Instruction

The teacher communicated clearly and accurately to the students during the lesson. The teacher used questioning throughout the lesson to lead a discussion and to assess student learning. The students were engaged during the lesson; however, some students seemed to lose interest because they already knew some of the concepts being taught. The teacher provided feedback to the students throughout the lesson. The teacher demonstrated flexibility by making a major adjustment to the lesson when the students seemed tired and un-focused.

Professional Responsibility

The teacher reflected accurately on the lesson observed. The teacher's system for record keeping is accurate and effective. The teacher actively participates in district professional development initiatives. The teacher works to provide students with opportunities beyond the classroom through student council.

Recommendations

Could the teacher improve student learning by posting the learning goals for the unit as well as the essential question?

Could the teacher improve student engagement by allowing some of the students to explore more complex features of excel?

Copies – Professional Employee

Observer

Personnel File

Ar Shu 10-18-10
Observer's Signature/Date

Nicol Bell
Employee's Signature/Date