STERLING HIGH SCHOOL DISTRICT

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Matthew Sheehan
Superintendent



Staff Observation Admin Notes

Good Morning,

As you begin observations, please note reminders from below…

24-25 Goals  ([Web view](https://sterling801.sharepoint.com/sites/SHSADMIN/_layouts/OneNote.aspx?id=%2Fsites%2FSHSADMIN%2FSiteAssets%2FSHS%20ADMIN%20Notebook&wd=target%2824-25%20Admin%2F24-25%20PD.one%7CBC653F22-7E88-4625-AD0C-2DB9560EB66D%2F24-25%20Goals%7C2B2B2AEA-0F92-42DB-89CF-6184CC124941%2F%29))

**U-Knighted!**

Jarod Claybourn

Principal [Sterling High School](http://www.sterling.k12.nj.us/)

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**From:** Jarod Claybourn

**Sent:** Thursday, September 28, 2023 10:10 AM

**To:** ' SHS Admin <shs\_admin@sterling.k12.nj.us>; Matthew Sheehan <MSheehan@sterling.k12.nj.us>

**Subject:** Observation reminders

Good Morning,

Reminders in observations:

* Note the class period and room number in the evidence
* Open gradebooks and comment when applicable in feedback
* When rating anything outside of a 3, please make the note of the domain in the feedback
* As we discussed, we do not have to rate all items if unobserved
* For domain 4, I tried to note items that are current i.e. developing the Hispanic heritage month plans…
* In 2nd and 3rd round observations, be sure to reference the previous observations.
	+ When applicable or necessary, be sure to review the previous school year too
* Also keep in mind 23-23 PD Goals  ([Web view](https://sterling801.sharepoint.com/sites/SHSADMIN/_layouts/OneNote.aspx?id=%2Fsites%2FSHSADMIN%2FSiteAssets%2FSHS%20ADMIN%20Notebook&wd=target%2823-24%20Admin%2F23-24%20PD.one%7CAB3FD38A-E5C6-425C-843B-EE70CC3E6798%2F23-23%20PD%20Goals%7C6D3DCBE2-5BFF-4C89-B255-81602ADD6946%2F%29)) and Strategic Plan Action Plan 22-25  ([Web view](https://sterling801-my.sharepoint.com/personal/msheehan_sterling_k12_nj_us/_layouts/OneNote.aspx?id=%2Fpersonal%2Fmsheehan_sterling_k12_nj_us%2FDocuments%2FSheehan%20Admin&wd=target%2823-24%2FStrategic%20Plan.one%7CCD8983D4-E462-4D1D-BA32-06BDA78657EE%2FAction%20Plan%2022-25%7C42625EEB-E2E7-4246-AE99-6D68760E0526%2F%29))

1. Differentiate lessons/instruction/assessments based on the needs of your students in all classes. This is especially important as we transition to CP classes in the 24-25 school year.

Domain 1b. Demonstrating knowledge of students

Domain 1e. Designing Coherent Instruction

i. Lesson plans differentiate for individual student needs

Domain 1f. Designing student assessments

Domain 3d. Using assessment in instruction

2. Inspire and Support a meaningful Knighttime for our students.

Domain 2a: Creating an Environment of Respect and Rapport

i. Teacher demonstrates knowledge and caring about individual students’ lives beyond school.

Domain 4d. Participating in a Professional Community

i. Teacher regularly contributes to and leads events that positively impact student life.

Domain 4f. Showing Professionalism

i. The teacher is proactive in serving students. The teacher makes an effort to ensure students have opportunities to be successful.

3. Create and deliver standards-aligned assessments. Develop a grading system that reflects student performance and mastery of course content/skills.