# Standard Operating Procedure (SOP): Classroom Observation Procedures and Protocols

This SOP details **classroom observation procedures and protocols**, including scheduling observations, pre-observation meetings, observation techniques, data collection methods, confidentiality and privacy guidelines, feedback delivery, and post-observation follow-up. The purpose is to ensure effective, respectful, and consistent classroom observations that support teacher development and improve instructional quality.

## 1. Purpose

To establish clear procedures and consistent protocols for conducting effective classroom observations that foster professional growth and instructional improvement.

## 2. Scope

This SOP applies to all staff members involved in observing instructional practices in classrooms, including administrators, instructional coaches, and peer observers.

## 3. Scheduling Observations

- Observers and teachers agree on an observation date and time at least **one week in advance**.
- Observations are scheduled to minimize disruption to teaching and learning.
- Observation calendar is maintained and updated by the designated coordinator.

## 4. Pre-Observation Meeting

- Conducted **1-3 days prior** to the scheduled observation.
- Observer and teacher discuss lesson objectives, instructional strategies, and specific focus areas (if any).
- Clarify observation protocols and answer teacher's questions to ensure transparency.
- Review any forms or observation tools to be used.

## 5. Observation Procedures & Techniques

- Observer enters the classroom quietly and discreetly at the scheduled time.
- Adhere to agreed observation focus and note any relevant classroom dynamics, instructional strategies, and student engagement.
- Limit interactions with teacher and students during the observation unless necessary.
- Use standardized observation tools or checklists as agreed in the pre-observation meeting.

## 6. Data Collection Methods

- Document objective, evidence-based notes on teacher and student behaviors.
- Use observation forms, rubrics, or digital tools specified by the institution.
- Record times, events, and instructional strategies in alignment with the feedback framework.

| Method | Description |
| --- | --- |
| Anecdotal Notes | Written, narrative descriptions of observed classroom events and interactions. |
| Checklists/Rubrics | Standardized forms for rating or verifying the presence of specific teaching practices. |
| Video/Audio Recording* | With prior consent and in compliance with privacy policies. |

# 7. Confidentiality and Privacy Guidelines

- Observation data are **confidential** and shared only with authorized personnel.
- Ensure all notes and documentation are stored securely in password-protected systems.
- Do not include personally identifiable student information in observation reports.
- Seek informed consent for any video or audio recording.

# 8. Feedback Delivery

- Schedule a **post-observation conference** within 3-5 days of the observation.
- Provide timely, constructive, and balanced feedback based on observation evidence.
- Encourage reflection and collaborative discussion to promote professional growth.
- Use a feedback framework (e.g., "Glow and Grow") to highlight strengths and areas for development.

# 9. Post-Observation Follow-Up

- Observer and teacher agree on actionable next steps.
- Set dates for follow-up observations or check-ins, if necessary.
- Maintain documentation of meetings and action items for progress monitoring.

# 10. Review and Continuous Improvement

- All parties are encouraged to provide feedback on the observation process.
- Periodic review of protocols ensures continued effectiveness and relevance.

# 11. References

- Institutional classroom observation policy manual
- Applicable privacy and data protection regulations
- Professional standards for teaching and evaluation