

**VIDEO RECORDED OBSERVATION** – Video recorded observations may take the form of an Informal or Formal Observation. If, the teacher and evaluator agree, the teacher may submit a video recording of a classroom lesson. The evaluator, will script and score the recorded lesson in the same manner as an “in person” observation. All timelines regarding in person observation feedback and Post-Observation Conferences applies to recorded observations. The evaluator and teacher may view segments of the video or the video in its entirety as part of the Post-Observation Conference.

Video recorded observations may substitute for in person observations according to the following guidelines:

Teacher Experience	Video Recorded Observation In Lieu of In Person Observation
Years 1-2 in the District	A Video Recorded Observation may be used for an Informal Observation. Only one Informal Observation may be used per year.
Years 3 and above in the District	A Video Recorded Observation may be used to complete one required Formal or Informal Observation. Because the teacher and administrator must mutually agree to apply a video recorded lesson as a Formal or Informal Observation, the Observation will be considered as an administratively announced Observation. The administrator may elect to continue with both announced and unannounced Observations according to these Guidelines.

The teacher and evaluator will mutually determine a reasonable timeline for the teacher to produce the video recording generally not less than 6 school/business days. Example, if it is determined on a Friday that the teacher is going to produce a video recording, then the teacher has until the following Monday to submit the video by the end of the day.

In the event that the teacher is not able to secure a video recording device or has technical difficulties, the teacher is to communicate with their evaluator to extend the timeline or request an in person observation in lieu of the video recorded observation.

All video recorded observations, will remain the property of the MSD of Washington Township. Any publication of the recorded observations for use in outside presentations or publications, by the administration or the teacher, must comply with District policy (3231 – Outside Activities of Personnel and 8330 – Student Records)

If a teacher is placed on a Plan of Assistance, all Formal and Informal Observations (scripted and scored in Standard for Success) will be conducted in person.

Video recorded lessons used exclusively by the teacher as a means of personal reflection during a Plan of Assistance and not shared with the evaluator will not be used as a Formal or Informal Observation.

From time to time, the administration may wish to share a Video Recorded Observation with all District evaluators for training purposes. The administration must secure permission from the teacher prior to using the Video Recorded Observation for evaluator training *or other* purposes.