

Time to Give Feedback!

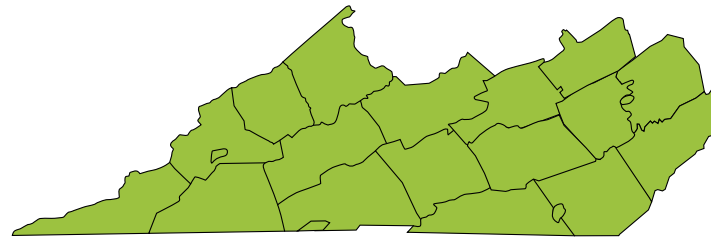
Sharing individualized, strength-based feedback with the educator(s) is an essential requirement of an impactful, effective observation.

Ready Region Southwest In-Person Post-Observation Conference Protocol

1. Connect with the teacher(s) in a warm, calm tone. Try to ease any concerns they may have and focus on sharing your role, and the purpose of VQB5.
2. Ask what the teacher does well, or enjoys about their work, and what the teacher wants to improve upon. These are usually going to be the areas that they are motivated to work on.
3. Review the CLASS domains briefly with the teacher, allowing time for questions and supporting them in the session.
4. Dive into the scores and ranges, sharing effective or less effective examples during the observation, making it relevant to the teacher. Focus on how small adjustments can make a big difference.
5. Locate Virginia's CLASS averages on the feedback form to help address areas of concern or manage expectations, when comparing local and state averages.
6. Refer to the CLASS Dimension Guide and/or Overview, identifying what effective interactions look like in the dimension of their choice. Encourage them to review the guide, their personalized feedback, and reach out for more follow-up if desired.
7. Thank the teacher for their time and for the exceptional role they play in the children's lives under their care each day. If applicable, reach out to your VQB5 coordinator to share any questions, concerns, or referrals.

Ready Regions are responsible for ensuring all local observers have training and support in providing individualized strength-based feedback as outlined in the above protocols.

READY REGION *Southwest*



VQB5 in SWVA

No matter your role, experience, or organization affiliation, each and every VQB5 observation is expected to be conducted according to the same protocols and standards detailed in the CLASS Certification training, VDOE Local Best Practices Guidebook, the RR SW Observer Agreement, and RR SW Observer Orientation videos.

RR SW depends upon our local observers' consistency, quality, and accountability, and technical support is available to any observer upon request.

To prepare all children for kindergarten, Virginia's early childhood system must ensure that all children have quality teaching and learning experiences that meet their unique needs. In response to state law, Virginia has developed the Unified Virginia Quality Birth to Five System (VQB5) to measure and help improve the quality of all publicly-funded birth-to-five classrooms and support families to choose quality programming across program types.

Ready Region Southwest Observer Portal

Scan the QR code to visit the **Ready Region Southwest Observer Portal**, your one stop for everything you need for VQB5 observations like:

- Observer FAQs
- Coordinator Contact Information
- Resource Guides
- Visuals for Reference Materials
- In the Field Problem Solving



Thank You!

We cannot thank you enough for your dedication to the quality of care and education of the young children in our region, and your outstanding observer efforts.

With gratitude, the Early Childhood Care + Education Team at Ready Region Southwest:

Susan, Carolyn, Eboni, Leslie,
Teresa, Cathy, and Michele



READY
REGION
Southwest

Essential
Observer
Checklist
+
Reference Guide



Essential Observer Checklist

Once you've passed your CLASS Observer Certification through Teachstone, you're cleared to observe after completing the following:

1. Register fully in the Fall/Spring Ready Region Southwest Inventory.
2. Upload any and all current certificate(s) in the observer inventory.
3. Upload headshot photo for current EO/RR SW blue ID lanyard.
4. Watch Fall/Spring RR SW Observer Orientation video.
5. Sign your Observer Agreement with completed W-9.
6. Complete VDOE Mandated Reporter Training (every two years).
7. Confirm you have either certified, calibrated or recertified in the last 6 months in at least one age level. Calibrations in one age level are mandatory for every active observer.
8. Read current VDOE Local Observation Best Practices Guidebook.
9. Watch current VDOE Observer Webinar.
10. Ensure you have 1 Observation Highlights Card for each observation.
11. Ensure you have 1 CLASS scoring booklet for each observation.
12. When dates and essential observation materials have been confirmed, tell your RR SW VQB5 Coordinator you are READY to observe!

Keys to a Successful Observation

1

Before the Observation

- Call the site before you set out for the observation to confirm your arrival and the teacher's attendance/awareness.
- Check all packed materials match the scheduled observation age level(s).
- Confirm directions and travel guidance.
- Once you have arrived at the site, introduce yourself with your ID badge to everyone you meet at the site, and sign in, if applicable.
- Confirm Site #, Class #, Teacher name, and age level before beginning your observation, and confirm VQB5 door sign is correct and displayed. CLASS tool should be the same in Fall and Spring.
- Once you arrive in the classroom, please introduce yourself, answer any questions the educator may have, and confirm a basic understanding of CLASS before the observation begins.

2

During the Observation

- Pre-K and Toddler Observations must include four 20-minute observation cycles with a 10-minute coding session following each cycle.
- Infant CLASS observations include four 15-minute observation cycles with a 10-minute coding session following each cycle.
- If an unexpected event such as a fire drill or teacher illness occurs mid-cycle, it is allowable for that cycle to be less than 20 minutes. In these rare situations, CLASS codes may be assigned as long as 10 minutes of the cycle has occurred.

3

After the Observation

- When determining observation scores, use the CLASS Scoring Summary Sheet. A calculator is recommended to arrive at accurate score averages.
- Fill out the Observation Highlights Card with your contact information to leave as a record of your visit.
- If same-day, in-person feedback isn't possible, schedule a time to meet, call or chat with the teacher or teaching team within 2 weeks of the observation.
- Share the digital resources from the current RR SW E-Resource Guide, for online educator quality improvement.
- Submit the completed Feedback Form and resource links to the site director, educators, and RR SW Coordinator.
- Enter scores in LinkB5 within 10 business days of the observation.
- Scan and send your scoresheets with notes as back-up documentation to your RR SW Coordinator.

Pack Your Bags!

Every VQB5 observer packs their own observation bag a little differently, but all observers need some essential items in order to be successful. For each observation, confirm you have a full set of the highlighted items according to age level.

1. CLASS Observer Manual in the age level(s) being observed.
2. CLASS Scoring Booklet in the age level(s) being observed.
3. Age-level CLASS Dimension Overview for each educator.
4. Age-level CLASS Dimension Guide for each educator.
5. Age-level CLASS Feedback Form for your post-observation feedback conference.
6. RR SW Observation Highlights Card to be left in the classroom after the observation.
7. Issued blue lanyard and photo ID badge.
8. Several pens and highlighters.
9. Timer (phone, watch, or any silent digital device).
10. Calculator for accurate scoring coding averages.
11. Snack or beverage for break time.
12. Writing surface.
13. Earphones (if needed) for silent scoring times.
14. Notebook or sticky notes.
15. Collapsible stool (optional).
16. Hand sanitizer, tissue, and/or mask (optional).