Claim:
This should be an objective statement that is informed by the observation. It should be something that was witnessed during the observation, and it should be supported by the evidence that follows.

ie. Mrs. Miller employs effective classroom management strategies.

Evidence:
This should include at least one convincingly statement that supports the claim.

ie. At the beginning of the lesson, the agenda, the objective, and the do now were on the board.

Mrs. Miller redirected students’ behavior non-verbally while continuing the flow of the lesson.

Recommendation:
This should be an action that comes from the claim and evidence. This should be something that grows the educator’s capacity as a professional. It should be achievable given the individual’s current level of ability.

ie. Mrs. Miller’s colleagues would benefit from a presentation on the strategies that she used. She should discuss this opportunity with the Professional Development Coordinator and choose a date for a whole school/department presentation.