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Mr. Shama,

When evaluating teachers, there is an established format which education supervisors must adhere to.

There should be a pre-observation conference, in which the teacher submits lesson plans beforehand.

This is followed by an actual observation, in which the entire lesson is observed.

Lastly, there is a post-observation conference, in which the supervisor and the teacher review the lesson.

Any observations which you may have performed which do not follow this established format are questionable in their value for assessment.

Should you require more information on how to proceed in your supervisory capacities, please refer to Danielson's Supervision; and read the supervisor's checklist.

Sincerely,

Ms. Natalie Williams