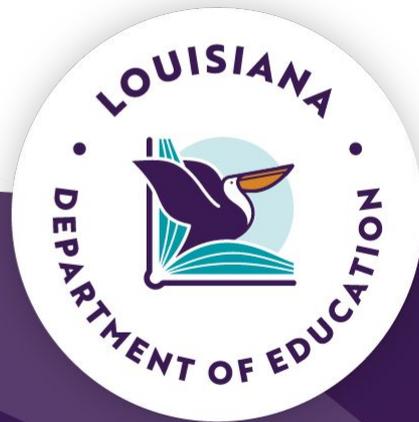


# Observation Guide for LES

How to create and complete Observations/Conferences in LES



Released July 2025

# Observation Overview

LEADS is the evaluation process for all public and charter schools outlined in [Bulletin 130](#) . All components of LEADS evaluations apply, even when an alternate observation rubric has been approved for use.



# Observation Guidelines for Teachers

Within a teacher's **first three years** of teaching, three observations are required per year, one of which must be announced.

- Best practice is to conduct the announced observation first for new teachers to begin coaching with the pre-conference, followed by two unannounced observations.

For teachers with **three years of experience and beyond**, one unannounced observation is conducted.

- If the unannounced observation score for an experienced teacher is below 3.5, then an announced observation is conducted.
- If the average score of the first two observations is less than 2.5, then an additional unannounced observation is conducted.

# Middle of the Year/End of Year Performance Conference Review - Counselors & Leaders



**Beginning-of-year initial conference** with the leader where rubric is reviewed, and the leader shares his/her goals for the year in order to create an action plan.

**Middle-of-year formative conference** to review goals, the leader's self-assessment, ask questions, provide coaching, identify a reinforcement and refinement with next steps. Ratings are shared after the MOY conference.

**End-of-year summative conference** with the leader to review goals, the leader's self-assessment, ask coaching questions, identify a reinforcement and refinement with next steps. Ratings are shared after the EOY conference.

# Creating an Observation

Completed by the **Evaluator**

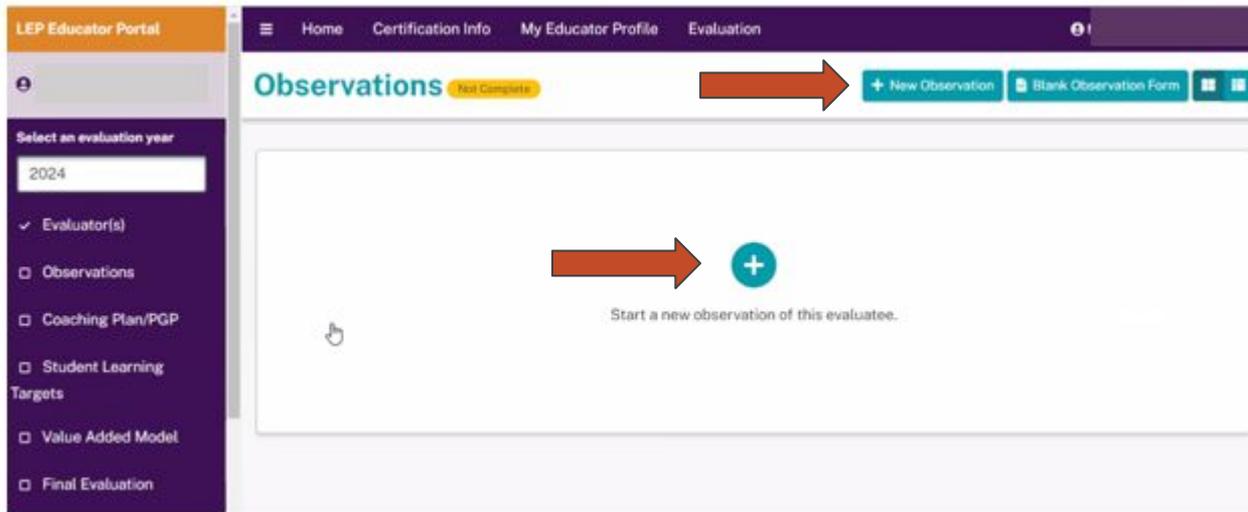


Using the employee dashboard, click the arrow at the end of the row.



MONICA	Teacher		Add an Observer	Yes	1 of 2 required	Yes	0.00	→
REBECCA	Teacher		Add an Observer	No	1 of 2 required	0 of 2 required	0.00	→

In the top right-hand corner *or* in the middle of the screen, click the “Add/+” New Observation button.



In the top right-hand corner *or* in the middle of the screen, click the “Add/+” New Observation button.

LEP Educator Portal

Home Certification Info My Educator Profile Evaluation MELISSA MIDDLETON

Observations Not Complete

+ New Observation Blank Observation Form

Select an evaluation year

2024

✓ Evaluator(s)

☐ Observations

☐ Coaching Plan/PGP

☐ Student Learning Targets

☐ Value Added Model

☐ Final Evaluation

Start a new observation of this evaluatee.

Enter observation information in all fields. Clicking the rubric field will allow you to select the appropriate rubric (LEADS rubric, CLASS, or other approved alternate rubric). After all observation information has been entered, click the Next button.

The screenshot shows a form titled "Observation" with the following fields and options:

- Rubric**: A dropdown menu with "Louisiana Educator Rubric" selected.
- Title**: An empty text input field.
- Class Description**: An empty text input field.
- Observer**: A dropdown menu with a greyed-out selection.
- Student Count**: An empty text input field.
- Observation Date**: A date picker showing "10/24/2024".
- Course Category**: An empty text input field.
- Observation was unannounced** (checkbox is unchecked).
- Pre-Conference Date**: A date picker showing "mm/dd/yyyy".

At the bottom right of the form are "Cancel" and "Next" buttons.

Note: when the unannounced box is checked, there will not be a preconference field.



Click through each domain tab to complete the scoring for each domain. Press save and proceed through each domain tab. Evidence is optional.

**Observation** [X]

Start | Instruction | Planning | Environment | Professionalism | Complete

**Title** [ ]

**Class Description** [ 8th grade ]

**Observer** [ ]

**Student Count** [ 20 ]

**Observation Date** [ 10/24/2024 ]

**Course Category** [ Reading ]

**Grade(s)** [ EIGHTH ]

Cancel Save Submit

On the “complete” tab, enter reinforcement and refinement areas from the drop-down list. Evidence is required. Press save.

**Observation** ×

Start   Instruction   Planning   Environment   Professionalism   **Complete**

<b>Reinforcement</b> <input type="text"/>	<b>Refinement</b> <input type="text"/>
<b>Evidence</b> <input type="text"/>	<b>Evidence</b> <input type="text"/>
<b>Notes (Optional)</b> <input type="text"/>	<b>Next Steps (Optional)</b> <input type="text"/>

Note: The observation can be saved and edited until the post-conference date is entered and the observation is complete.



# Completing the Self-Assessment

Completed by the **Evaluatee**



Click the “Observations” arrow.

### Evaluation Summary

Evaluations for 2024-2025	Completion	Details	Actions
Evaluator(s)	✓	Evaluator1 NoPermissions	<a href="#">→</a>
<b>Observations</b>	<input type="checkbox"/>	TOTAL:	<a href="#">→</a>
Coaching Plan/PGP	✓		<a href="#">→</a>
Student Learning Targets	<input type="checkbox"/>	TOTAL:	<a href="#">→</a>
Value Added Model	<input type="checkbox"/>		<a href="#">→</a>
Final Evaluation	<input type="checkbox"/>		<a href="#">→</a>

Click the “Self-Assessment” button.

The screenshot displays the LEP Educator Portal interface. The top navigation bar includes 'Home', 'Certification Info', 'My Educator Profile', and 'Evaluation'. The main header is 'Observations' with a 'Not Complete' status indicator. A 'Blank Observation Form' button is visible in the top right. The left sidebar contains a 'Select an evaluation year' dropdown set to '2024' and a list of evaluation categories: 'Evaluator(s)', 'Observations', 'Coaching Plan/PGP', 'Student Learning Targets', 'Value Added Model', and 'Final Evaluation'. The main content area shows a date 'Thursday, October 3, 2024' and a title 'Complete a pattern adding up or down'. Below this is a table with two rows: 'Score' and 'Self-Assessment', both with a status of 'observation not completed'. A red arrow points to the 'Self-Assessment' button in the top right of the main content area. At the bottom of the main content area, there is a section for 'Rubric Selected: Louisiana Educator Rubric', 'Course Category: Mathematics', and 'Grade Placement: SECOND'. An 'EVALUATOR' field is also present.

Begin the self-assessment by clicking through each domain tab. Save and submit the self-assessment.

The screenshot shows the 'Self-Assessment' form in the LEP Educator Portal. The 'Start' tab is highlighted with a red box. The form contains the following pre-filled information:

Field	Value
Title	Complete a pattern adding up or down
Class Description	regular education
Observer	
Student Count	20
Observation Date	10/03/2024
Course Category	Mathematics
Pre-Conference Date	10/01/2024
Grade(s)	SECOND

At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Submit'.

Note: The information is pre-filled based upon the information from the evaluator.

After submitting the self-assessment, the educator will see the self-assessment score.

The screenshot displays the LEP Educator Portal interface. The top navigation bar includes 'Home', 'Certification Info', 'My Educator Profile', and 'Evaluation'. The main header shows 'Observations' with a 'Not Complete' status and a 'Blank Observation Form' button. A sidebar on the left allows selecting an evaluation year (2024) and lists various evaluation components. The main content area shows an observation for 'Thursday, October 3, 2024' with a title 'Complete a pattern adding up or down'. It features a 'Self-Assessment' button and a 'Delete' button. A progress bar for 'Self-Assessment' is shown with a score of 3.11, indicated by an orange arrow. Below the bar, it specifies 'Rubric Selected: Louisiana Educator Rubric', 'Course Category: Mathematics', and 'Grade Placement: SECOND'. An 'EVALUATOR' field is visible at the bottom.

# Completing the Observation

Completed by the Evaluator



During or after the post-conference is complete, click the “Complete” button.

Tuesday, February 18, 2025

Edit Print Complete Delete

### Reading- Small Groups

Score 3.80

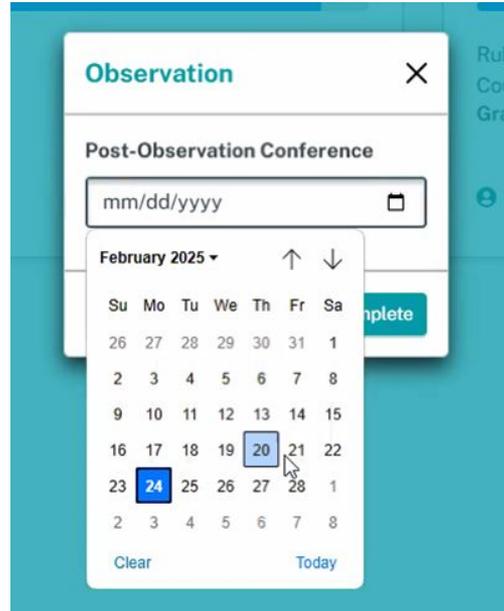
Rubric Selected: Approved Alternate Rubric (COMPASS)  
Course Category: Reading  
Grade Placement: FIRST

Observation Score

EVALUATOR



The post conference date box will pop up. After clicking the post conference date, submit the observation by clicking “Complete.”



# Resources



# Helpful Links

[LEADS Library](#)

[LEADS FAQ](#)

[Louisiana Educator Evaluation Process Sequence and Timeline](#)

[Louisiana Leader Evaluation Process Sequence and Timeline](#)

[Louisiana Counselor Evaluation Process Sequence and Timeline](#)

[SLT Reflection Tool](#)



Please send observation related questions to  
[leads@la.gov](mailto:leads@la.gov).

