



United Way of  
Southwest Virginia

P.O. Box 644  
Abingdon, VA  
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## Virginia Quality Birth to Five– Ready Region Southwest

### United Way of Southwest Virginia (UWSWVA)

1096 Ole Berry Drive, Abingdon VA 24210 (P) 276-628-2160 | (F) 276-628-8484

### CLASS® Observer Agreement

**July 1, 2023- June 30, 2024**

#### Types of VQB5 observers:

**Local Internal:** Observer is employed at the observation site and will complete local observations as part of their organization’s ongoing work. Eligible local internal observers will receive an annual renewal stipend (based on availability of funding) for remaining reliable and active in the local observer pool (completing at least 2 observations per year).

**Local Contracted:** Observer is contracted by UWSWVA to complete individual local observations at sites where they are not employed. An eligible contracted observer will receive a stipend after appropriate documentation is provided.

**Local Ready Region SW Staff:** Observer is employed by UWSWVA and funded through the Ready Region Initiative to complete local observations.

**External:** Observer is contracted by Teachstone to complete statewide external observations.

#### **As a CLASS® reliable local observer for Ready Region Southwest, I acknowledge the following:**

1. I will **conduct a minimum of 2 observations per year** in the age-specific CLASS tool(s), starting with any and all internal observations if I am with an organization or site. If no internal classrooms are available for an observation using the age-specific CLASS tool(s), I will conduct two assigned observations outside of my program, for which I will receive the contracted observer stipend after completing the required payment submission process;

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2. I understand that while I am reliable, I have the option to conduct additional observations outside of my program, communicate the results to UWSWVA, receiving an incentive of \$250 per classroom observation from UWSWVA (restrictions apply);
  - a. I will be asked to **fill out a W-9** to be used in the event that I wish to complete contracted (paid) classroom observations for UWSWVA;
3. I will complete the most recent **Observer Orientation for FY24**, follow the Ready Region Southwest **local CLASS observation protocol** , and review the **2023-2024 VDOE [Local Observation Guidebook](#)** before completing any observations;
4. **I will be in communication with UWSWVA on a regular basis throughout the entire observation and payment process;**
5. I will **provide brief written feedback** immediately after the observation using the **leave-behind rack card provided**, and complete the **standard feedback form** for all classrooms I observe and send to Ready Region Southwest within a maximum of 10 business days, emailing the coordinator, teacher(s) and their supervisor;
6. After I provide written feedback, I will **schedule a time for myself or a designee (site director or RRSW coordinator) to meet with each teacher or teaching team** to go over written feedback verbally within 10 business days of the observation, or by the end of the observation period, whichever is first;
7. I will enter completed observation scores into the LINK B5 database **within 10 business days** of the observation;
8. I will use and preserve for two years the standard scoring booklet provided for detailed observation notes to be used as evidence for all dimension scores, **OR send my entire score booklet (digital or hard copy) to Ready Region Southwest for documentation;**
9. I will **provide a current reliability certificate(s)** to Ready Region every 6 months in response to the Active Observer Inventory, and register on the **[Teachstone Observer Inventory Registry](#)**;
10. I will be asked to **complete a calibration** within my certification year for quality assurance purposes. Calibrations gives active observers the opportunity to practice coding, refine knowledge, and refocus the CLASS lens. Calibrations scoring 80% or higher are considered reliable. A score of 79% or less may result in a required recalibration within 30 days with a score of 80% or higher to maintain eligibility for completing Ready Region Southwest observations. Observers scoring less than 80%, or scoring out of alignment with external scores, may also be selected to double-code with an anchor observer, be asked to pause their contracted observations, and/or require additional support or training to ensure reliability;
11. I will ask about **local health and safety site requirements** , background check, type of identification required, or other restrictions when scheduling with the site and comply with all during my visit;

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- 12. I have completed the VDOE-approved **mandated reporter training** appropriate to my role within the last 2 years;
- 13. If observing in settings including family day homes, dual-language learners, and/or settings serving children with disabilities, I will **complete all necessary Observer Supports trainings through Teachstone** and share my certificate with Ready Region Southwest before the scheduled observation date;
- 14. UWSWVA may provide future reimbursement based on funding availability for the cost of my annual Observer Recertification for as long as I am willing to serve as a certified local observer for Ready Region Southwest and complete the minimum observations per year;
- 15. **Non-compliance with regional and state observer guidelines, including the completion of all required activities, may result in completed observations not being counted**, being ineligible for stipends, reimbursement for recertification, and/or consideration for future contracted observations.

*I am interested/available to be independently contracted by UWSWVA to do additional classroom observations in the following counties or localities. (Check any that apply or write in your preferred area)*

Bland   Bristol   Buchanan   Carroll   Dickenson   Floyd   Galax   Giles  
 Grayson   Lee   Montgomery   Norton   Pulaski   Radford   Russell   Scott  
 Smyth   Tazewell   Washington   Wise   Wythe  
 Other \_\_\_\_\_

As a CLASS® reliable observer for Ready Region Southwest, I attest that I have read and understood the guidelines of this local VQB5 CLASS observer agreement.

Name: \_\_\_\_\_

I am an active \_\_\_\_Infant \_\_\_\_Toddler \_\_\_\_PreK observer (check all that apply)

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Site/Program: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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