

Certified Pre-Observation Conference Form

Faculty Member

Subject/Grade

Pre-Conf. Date/Time

Post Conf. Date/Time

Observation Dates/Times , ,

Evaluator

Expectations for observations: 1) A place for the evaluator to sit; 2) Plans, plan book, grade book or copy of computer grade book available; 3) Any handouts or other items necessary to understand the lesson or grouping arrangements.

*Pre-observation of discussion will include the following topics: staff members should bring this form to the pre-conference and be prepared to discuss and reflect on these questions. Feel free to bring up other points of discussion.

Domain 1 ~ Knowledge and Goals

What instructional goals have you set for the semester? For the year?

Domain 1 ~ Planning and Assessment

What strategies do you use to determine and evaluate student understanding?

Domain 1 ~ Resources

What supplementary resources do you use to accommodate the various styles of student learners?

Domain 2 ~ Implementation and Performance

Discuss how you vary pacing, content, process, or product to accommodate student needs.

“Working Together for Quality Public Education”

Domain 2 ~ Questioning and Discussions

How do you encourage student involvement in discussions? What questioning techniques do you use to activate higher levels of thinking?

Domain 3 ~ Classroom Management

How do you communicate your behavior expectations to students and parents? What strategies do you use to encourage positive student behavior and relationships?

Domain 3 ~ Classroom Climate

What procedures do you have in place to ensure a positive environment for students? How do you encourage students to take ownership of their learning?

Domain 3 ~ Productive Use of Time

What procedures do you have in place to maximize your time with students? What strategies do you use to encourage a smooth transition between activities?

Domain 4 ~ Relationship to Staff, Students, and Parents/Communication

How have you worked with other staff members to increase learning opportunities for students? What communication pieces do you use to share student successes with parents, to enhance family school relationships, to increase family involvement?

Domain 4 ~ Professional Growth

List the names of any college courses, PDA classes, workshop or seminars you have attended, presented or taught since your last evaluation. List any committees, task forces, or extra-curricular activities that indicate your professional goals and growth.