

Certified Counselor 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 methods do you use to monitor student progress?

Domain 1 ~ Resources

What supplementary resources do you use to accommodate student needs?

Domain 2 ~ Implementation and Performance

Discuss the variety of counseling strategies you use to meet a variety of individual needs.

Domain 2 ~ Questions and Discussions

How do you encourage students to communicate? What techniques do you use to engage students and promote discussion?

Domain 3 ~ Behavior Management and Support

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

Domain 3 ~ Office Climate

What do you do to create the appropriate office climate for students, staff and parents?

Domain 3 ~ Productive Use of Time and Resources

What procedures do you have in place to efficiently complete your counseling responsibilities?

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, workshops 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.