

**McLean County Unit District No. 5  
Certified Nurse Pre-Observation Conference Form**

Faculty Member

Assignment

Pre-Conference Date/Time

Post-Observation Date/Time \

Observation Dates/Times ;

Evaluator

**Expectations for observations: 1) A place for the evaluator to sit; 2) Lessons plans if applicable; 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 goals have you set for the semester? For the year?

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**Domain 1 ~ Planning and Assessment**

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

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**Domain 1 ~ Resources**

What supplementary resources do you use to accommodate student needs?

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**Domain 2~ Nursing Services**

Discuss how you use the nursing process to address health care deficiencies.

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**Domain 2 ~ Classroom and/or Small Group Teaching**

Discuss how you design instructional lessons in order to positively affect educational outcomes.

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**Domain 3 ~ Program Management**

How do you take ownership of the school health program?

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**Domain 3 ~ Office Climate**

How do you maintain an atmosphere of mutual respect and caring? How do you communicate clear behavioral expectations for students, as well as high learning expectations?

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**Domain 3 ~ Productive Use of Time**

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

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**Domain 4 ~ Relationship and Communication with School Community**

How have you worked with other staff members to increase learning opportunities for students? What communication pieces do you use to share information with school staff and parents?

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**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.

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