

Certified Psychologist/ Social Worker 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 ~ Evaluation Skills/Knowledge

What do you do to ensure that your evaluation techniques most effectively meet student needs?

Domain 2 ~ Consultation and Support

What techniques do you employ to enhance your effectiveness in consulting with parents and staff?

Domain 2 ~ Counseling Skills

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

Domain 3 ~ Behavior Management

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 ~ Meeting

What do you do to create the appropriate meeting 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 responsibilities as a psychologist or social worker?

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.