## **Coordinator Observation Planning Form**

Each coordinator is observed formally twice a year, once each semester. One of the observations **must** be observing the coordinator providing professional development to teachers. The other observation can also be observing the coordinator providing professional development, **OR** itcan be an activity related to another aspect of the coordinator’s leadership practice. The coordinator and Director of Curriculum and Instruction determine the focus of the second observation and identify the **essential practice(s)** to be observed.

**The coordinator completes this form and submits it prior to the scheduled observation.**

1. Please indicate if the observation will be of a professional development event.

Professional Development Event  Non-Professional Development Event

1. What is the context of the activity/event being observed?

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1. What is the goal of the activity/event being observed?

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1. What are the anticipated outcomes of the activity/event being observed?

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1. Which essential practice(s) and indicator will be demonstrated? (no more than 2)

Essential Practice:

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| Choose an item. |

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| Choose an item. |

Essential Practice Indicator:

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| Choose an item. |

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| Choose an item. |

1. How will the activity/event demonstrate this leadership practice?

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1. Is there anything you would like me to specifically look for?

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