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## Non-Instructional Feedback Pre-Observation Form

Assistant principals are observed by the principal twice during a school year, once each semester. The first observation is an Instructional Feedback Observation where the principal observes and scores an assistant principal providing instructional feedback based on his/her formal observation to one teacher during a teacher’s post-observation conference.

The second observation can also be an Instructional Feedback Observation **OR** it can bean observation focused on a non-instructional activity related to a different area of the assistant principal’s roles and responsibilities. If the second observation is a non-instructional observation, the principal and assistant principal review the assistant principal’s roles and responsibilities, reflect on the 5 essential practices in the *Five Essential Practices of School Leadership: A Framework for Supporting Assistant Principals,* determine the focus of the additional observation, and identify **two practices** to be observed.

**This form is completed and submitted by the assistant principal prior to the non-instructional observation**.

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. How will the activity/event demonstrate school leadership practice?

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

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