

Non-Instructional Feedback Pre-Observation Form SY15-16

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

The second observation can also be an Instructional Feedback Observation **OR** it can be an 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* and determine the focus of the additional observation and **two practices and indicators** to be observed.

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

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

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

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

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

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