

Principal Pre-Observation Conference Form SY15-16

Instructions

The pre-observation conference is convened prior to each principal observation, and typically requires 30 minutes to complete. The pre-observation conversation (a) ensures all final preparations for the observation are complete and (b) aims to identify areas of focus for the observation. The questions are intended to facilitate conversation during the principal pre-observation conference.

Questions

1. Can you now provide me a copy of the signed teacher observation consent form, which will allow me to observe the teacher post-observation feedback session that you will deliver?

2. Can you now provide me a copy of the completed teacher post-observation feedback form and has the completed form been submitted in TalentEd?

3. What are your goals for this teacher post-observation conference and feedback for the teacher?

4. Based upon the criteria in the 5 Essential Practices framework, what do you think are your strengths and growing points, with respect to providing instructional feedback to teachers?

5. Are there particular things that you would like me to pay close attention to, for the purposes of feedback, during your observation? Why are these things important to you?

6. To what degree do you think that the teacher post-observation conference will allow me to observe all behavioral indicators on the Principal Observation Scoring Form?

7. What questions, if any, do you have about my observation of you during the teacher post-observation conference at this point?