

Plan I

PRE-OBSERVATION CONFERENCE FORM

(Completed by the teacher and discussed with the administrator at the Pre-Observation Conference)

Teacher _____ Subject _____

Grade Level _____ Period / Time and Date of Lesson _____

Administrator _____

1. List the objectives for the lesson(s). (Domain I: Planning and Preparation)

2. Identify the general characteristics of the class. (Domain II: Classroom Environment)

3. Briefly describe the content and methods of the lesson's progress toward the objectives. (Domain III: Instruction and Student Assessment)

4. State how you will measure the students' progress toward achieving the objectives. (Domain III: Instruction and Student Assessment)

5. Briefly describe your communication and record keeping for the class. (Domain IV Professional Responsibilities)

6. Please check the areas below in which you would like specific feedback from the administrator:
 - Domain I: Planning and Preparation
 - Domain II: Classroom Environment
 - Domain III: Instruction and Student Assessment
 - Domain IV: Professional Responsibilities

Form 1B