

# Pre-Observation Conference

Teacher: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

**Content Standard:**

**Lesson Summary:**

## INSTRUCTIONAL PLANNING

**Focus** (Standard 4: Instruction)

- What is the focus for the lesson?
- What content will students know/understand? / What skills will they demonstrate?
- What standards are addressed in the planned instructions?
- Why is this learning important?

**Assessment Data** (Standard 3: Assessment)

- What assessment data was examined to inform this lesson planning?
- What does pre-assessment data indicate about student learning needs?

**Prior Content Knowledge / Sequence / Connections**

(Standard 1: Students / Standard 2: Content / Standard 4: Instruction)

- What prior knowledge do students need?
- What are the connections to previous and future learning?
- How does this lesson connect to students' real-life experiences and/or possible careers?
- How does it connect to other disciplines?

**Knowledge of Students** (Standard 1: Students)

- What should the evaluator know about the student population?
- How is this a developmentally appropriate learning activity?

## INSTRUCTION AND ASSESSMENT

**Lesson Delivery** (Standard 2: Content / Standard 4: Instruction)

- How will the goals for learning be communicated to students?
- What instructional strategies and methods will be used to engage students and promote independent learning and problem solving?
- What strategies will be used to make sure all students achieve lesson goals?
- How will content-specific concepts, assumptions, and skills be taught?

**COMMENTS:**

**Differentiation** (Standard 1: Students / Standard 4: Instruction)

- How will the instructional strategies address all students' learning needs?
- How will the lesson engage and challenge students of all levels?
- How will developmental gaps be addressed?

**Resources** ( Standard 2: Content / Standard 4: Instruction)

- What resources / materials will be used in instruction?
- How will technology be integrated into lesson delivery?

**Classroom Environment** ( Standard 1: Students / Standard 5: Learning Environment)

- How will the environment support all students?
- How will different grouping strategies be used?
- How will safety in the classroom be ensured?
- How will respect for all be modeled and taught?

**Assessment of Student Learning** (Standard 3: Assessment)

- How will you check for understanding during the lesson?
- What specific products or demonstrations will assess student learning / achievement of goals for instruction?
- How will you ensure that students understand how they are doing and support students' self-assessment?
- How will you use assessment data to inform your next steps?

**COMMENTS:**

**OTHER QUESTIONS / COMMENTS:**

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_