

Pre-Observation Conference Guiding Questions

Following are potential guiding questions intended to open up conversations between the teacher and administrator about the lesson to be formally observed. This form does not need to be completed in writing or submitted, but can be used for notes or discussion.

_____	_____	_____
Teacher	School	Evaluator
_____	_____	
Grade Level/Position	Years in Current Position	
_____	_____	
Observation Date and Time	Pre-Conference Date and Time	

Potential Guiding Questions for Discussion between Teacher and Evaluator:

1. What have you learned about your students this year that has gone into planning for this lesson? (1b)
2. How will you communicate the learning objectives to the students? (3a)
3. How have you organized the overall structure, pacing, and materials within this lesson to engage students in the learning process? (1d, 3a, 3b)
4. How have you organized the classroom to promote a respectful learning environment? (2a, 2b)
5. How do your classroom procedures and/or the physical arrangement of the classroom help students be successful in your classroom? How have you changed your organizational procedures / arrangement based on previous feedback? If so, describe? (2c, 2d)
6. What adjustments to your lesson plan might you make if you see some students struggling with concepts during and/or after the lesson? (3d, 3e)

7. How do you plan to assess your students' progress towards mastery of the identified learning objectives? (1e, 3c)

8. How has this lesson been influenced by collaboration with other teachers or involvement in different professional activities? (4d, 4e, 4f)

9. Thinking beyond the classroom, how do you communicate and connect with the students' families to help build a link between home and school? (4c)

10. What would you like me to specifically observe during the lesson?

11. Beyond what we have already discussed, what else would you like to share with me about the lesson that I will be observing?