

Pre-Observation Conference Suggestions

The following suggested items will assist the teacher and observer during the pre-observation conference:

- ✓ Objective of lesson/Lesson Plan*
- ✓ Materials/Resources that will be used
- ✓ Class list*
- ✓ Other adults in the room
- ✓ Samples of Student Work and/or Grade book*
- ✓ IEP's (if applicable)*
- ✓ Discussion about how familiar the students are with the current topic(s)
- ✓ Floor plan of classroom*
- ✓ Current classroom management system
- ✓ Copies of handouts (that will be used with the intended objective)*
- ✓ Specific student information (if applicable)

*Artifact



Required information that is needed prior to the observation:

- ✓ Date, Time, and Location of observation
- ✓ Identification of the 2 indicators (per domain)
- ✓ Teacher has copy of observation form