Bedford County Public Schools

**Pre-Observation Conference Record**

**Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade/Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_**

**Conference Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Directions

Evaluators use this form with teachers who are new to the profession (i.e., first year of teaching), or with teachers on an Employee Improvement Plan at least twice annually before conducting formal observations. The five questions guide the discussion; administrators may discuss additional job-relevant topics at their discretion. This form is to be placed in front of the teacher’s observation form. Administrators should provide a copy of the completed “Pre-observation Conference Record” to teachers.

|  |  |
| --- | --- |
| **Inquiries** | **Notes** |
| 1. When would you like me to come?* The minimum length for a formal observation is 30 minutes. Would you like me to plan to stay longer based on the lesson you have planned?
* What have/will you have done instructionally with students in the days prior to the observation?
 |  |
| 2. What area if the lesson would you like for me to focus upon (e.g. student motivation, management, questioning skills.)? |  |
| 3. What will I see happening in your class?  |  |
| 4. What instructional methods will be used? How will you  differentiate to address a variety of levels and learning styles? |  |
| 5. Describe the population of the class.  |  |

Bedford County Public Schools

**Classroom Observation Form**

**Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pre-Conference held** 🞏 Yes, date \_\_\_\_\_\_\_\_\_🞏 NA

This form focuses on performance standards that likely will be observed in a formal observation. A space for notes is provided at the end of the form for additional comments, commendations, and recommendations relating to other performance standards that the evaluator may observe. *A copy of the completed observation form is given to the teacher at the post-conference.*

|  |  |
| --- | --- |
| **1. PROFESSIONAL KNOWLEDGE*** Appropriate curriculum standards
* Student use of higher level thinking skills
* Links present content with past and future learning experiences, other subject areas, and real world issues
* Accurate knowledge of subject
* Understanding of developmental stages of age group taught
 | **SPECIFIC EXAMPLES:** |
| **2. INSTRUCTIONAL PLANNING*** Uses student learning data to guide planning
* Plans time realistically
* Plans for differentiated instruction
* Aligns lesson objectives to the school’s curriculum and student learning needs
* Appropriate long- and short-range plans
* Uses appropriate content resources, including digital
 | **SPECIFIC EXAMPLES:** |
| **3. INSTRUCTIONAL DELIVERY*** Student active learning
* Builds upon students’ existing knowledge and skills
* Differentiates instruction
* Reinforces learning goals consistently
* Variety of effective instructional strategies and resources
* Use of instructional technology
* Communicates clearly and checks for understanding
 | **SPECIFIC EXAMPLES:** |
| **5. LEARNING ENVIRONMENT*** Safe classroom arrangement
* Clear expectations for rules and procedures
* Maximizes instructional time and minimizes disruptions
* Climate of trust and teamwork
* Cultural sensitivity and respect for diversity
* Active listening for students’ needs and responses
* Whole group, small group, and individual instruction
 | **SPECIFIC EXAMPLES:**  |
| **ADDITIONAL NOTES** |  |

Observer’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Teacher’s Signature if used as an informal instrument:***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES: 🞏 Post-conference scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Email me more about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bedford County Public Schools

**Post-Observation Conference Record**

**Teacher Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Directions

**This form is to be attached to the classroom observation form.** Evaluators use this form with teachers to guide the dialogue after conducting formal observations. The post-observation discussion focuses on what the evaluator observed as well as providing a forum to dialogue about the other performance standards. Evaluators should provide a copy of the completed “Post-observation Conference Record” to teachers.

|  |  |
| --- | --- |
| **4. ASSESSMENT OF AND FOR STUDENT LEARNING*** Pre-assessment for planning
* Students set learning goals and monitor own progress
* Variety of assessment strategies
* Aligns assessment with curriculum standards
* Formative and summative assessment
* Appropriate grading practices
* Gives constructive and frequent feedback to students on their learning
 | **SPECIFIC EXAMPLES:** |
| **6. PROFESSIONALISM*** Collaborates within the school community for student success
* Adheres to laws, policies, and ethical guidelines
* Applies professional learning to instruction
* Sets goals for improvement of knowledge and skills
* Engages in outside activities for school improvement
* Positive relationships with parents/guardians through frequent and effective communication
* Contributes to school’s professional learning community
* Has mastered standard oral and written English in communications
 | **SPECIFIC EXAMPLES:** |
| **7. STUDENT ACADEMIC PROGRESS*** Sets appropriate goals based on baseline data
* Documents progress of each student throughout the year
* Provides intervention strategies
* Provides evidence that goals have been met
* Uses outcome data to document and communicate student progress and set interim learning targets
 | **SPECIFIC EXAMPLES:** |

**Observer’s Signature Date**

**Teacher’s Signature Date**