*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.

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| **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
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 | **SPECIFIC EXAMPLES:** |
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| **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
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 | **SPECIFIC EXAMPLES:** |
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| **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
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 | **SPECIFIC EXAMPLES:** |

**Observer’s Signature Date .**

**Teacher’s Signature Date .**