

# Pre-Observation Conference

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Teacher  
Grade Level (s)  
Evaluator

Subject(s)  
Date of Conference  
Date of Observation

## Planning & Preparation Questions for Discussion:

1. To which part of your curriculum does this lesson relate? (1a)
2. How does this learning fit in the sequence of learning for this class? (1a/1e)
3. Briefly describe the students in this class, including those with special needs. (1b) Please reference the Class Profile that is attached to this document.
4. What are your learning outcomes for this lesson? What do you want the students to understand? (1c)
5. How will you engage the students in the learning? What will you do? What will the student do? Will the students work in groups, or individually, or as a large group? Provide any worksheets or other materials the students will be using. (1e/3c)
6. How will you differentiate instruction for different individuals or groups of students in the class? (1e/3c)
7. How and when will you know whether the students have learned what you intend? (1f/3e)
8. Is there anything that you would like me to specifically observe during the lesson? (Domain 2 & 3)

# Class Profile

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1. How many students will be observed?

Total Number

Male

Female

2. What is the age range of students?

3. Approximately how many students are in each of the following categories?

English Language Proficient

Limited English Language Proficient

4. Approximately how many of the students have the following exceptionalities?

Blind or Visually Impaired

Deaf or Hearing Impaired

Developmentally Disabled

Emotionally or Behaviorally Disabled

Gifted

Learning Disabled

Physically Disabled

Other

5. Is there anything about the overall learning environment that you think might affect your students or the scheduled observation (e.g., that is not your own classroom; there is new equipment or new pet in the room; there is construction in the building)? If so, please note.
6. What are the most important classroom routines, procedures, rules and expectations for student behavior that will be in operation during the observed lesson?
7. Are there any special circumstances that the observer should be aware of in order to understand what will occur during the scheduled observation (e.g., school-wide routines or policies, interruptions, behavior patterns or students)? If so, please explain.