

TEACHER _____

SCHOOL _____

SUBJECT/GRADE _____

Guidelines:

- **Select** a performance target/goal that will be most effective in (1) improving your classroom performance, or (2.) achieving a department, school, or district goal.
- **Develop** a plan for achieving your target/goal. Include methods, objectives, means, etc.
- **Establish** the evaluation criteria to be used in determining whether the target/goal has been successfully completed.
- **Set** the target/goal within at time framework. At what time will it be accomplished (end of first semester, end of year, etc.)?

1. **Statement of Target/Goal:** _____

2. **Statement of Plan for Achieving Target/Goal:** _____

3. **Statement of Evaluation Criteria to be used in Assessing Target/Goal Attainment:** _____

4. **Time Framework:** _____

Teacher's Signature **Date**

Administrator's Signature **Date**

Copy: Teacher
Administrator

*The Pre-Conference Summary shall not be part of the teacher's personnel file unless the teacher requests in writing that it be so included.

PRE-OBSERVATION CONFERENCE

1. What subject will I be observing? _____
If reading, what level? _____ If groups, how many and number in each? _____

2. What is the topic to be presented today? _____

3. Is this a new, review, or extension lesson? _____

4. What is the objective for the lesson? _____

5. How will you determine if the objective was achieved? _____

6. What methods and/or materials will you use to achieve the objective? _____

7. Are there any special problems that I should be aware of in observing this class? _____

8. Is there an area that you want me to report back to you on? _____

9. Is there anything that I can do during this observation to make you feel as comfortable as possible? _____

10. Other Comments: _____

Date and Time of Lesson: _____

Date and Time of Post Observation Conference: _____

QUESTIONS FOR POST OBSERVATION CONFERENCE

1. How did you feel about the lesson? _____

2. What were you especially pleased about? _____

3. What happened during the lesson that you would have liked to change? _____

4. What measures would you take to change the above situation? _____

5. If you were doing this lesson again, would you do it the same way? _____

6. Other comments: _____

(Please bring this form with you to the post observation conference.)