

## Announced Observation

### Example Pre Observation Conference Agenda

30 minutes

**Attendees:** Principal/AP and teacher being observed

**What to prepare:**

- Principal/AP schedules the Announced Observation, Pre Observation Conference and Post Observation Conference and communicates dates with the teacher
- Teacher prepares the Wisconsin Pre-Observation Form in Teachscape

**Outcome:**

Understand the lesson that will be observed for meaningful evidence collection and post observation feedback

### **AGENDA**

- Welcome and outcome for meeting bullet
- Who are the learners?  
Students are English Language Learners?  
Students with disabilities? etc.
- Review the lesson plan and learning objective(s)

Example Guiding Questions:

- What is the lesson objective?
- What standards will the lesson address, and how does the lesson fit into the larger scope and sequence for the course?
- How will the learning task support and scaffold students in meeting the lesson objective?
- Is it clear how the teacher will differentiate the lesson based on student need?
- What are the behavioral demands of the lesson?
- Is it clear how the teacher will formatively assess student understanding of the learning objective?
- Confirm date and time of post-observation conference and point out the post-observation reflection document in Teachscape
- Close