

Announced Observation

Example Post Observation Conference Agenda

30-45 minutes

Attendees: Principal/AP and teacher being observed

What to prepare:

- Principal/AP has collected and tagged evidence, and prepared post observation feedback form.
- Teacher prepares the Wisconsin Post-Observation Reflection Form in Teachscape

Outcome:

Reflect on the lesson that was observed through a collaborative discussion using the evidence collected and post-observation feedback

AGENDA

- Welcome and outcome for meeting
- Principal/AP and Teacher review Post-Observation Reflection form
- Together analyze observation data, starting first with the teacher's focus and then branching into other important areas of practice that you observed.
- Collaboratively determine the efficacy of the lesson, what the teacher might continue to do and what might need adjustment.
- Discuss and plan for actionable next steps
- Close