

USD 470 Academic Coach Evaluation Pre-observation Form

Name: _____ School/Administrator: _____

Date of Pre-conference: _____ Date/Time of Observation: _____

Grade Level/Curriculum Area Observed: _____

In the pre-conference you will be asked to discuss the following components and provide examples where appropriate.

Domain 1: Planning and Preparation

Comments: (to be completed by evaluator)

1. Briefly describe the academic coach's plan and explain how it supports district curriculum. (Component 1e)	
2. Describe how the academic coach's plan is monitored. (Component 1f)	
3. Describe what effective instruction and best practice looks like in the classroom. (Component 1a)	
4. What are the academic coach's goals for the instructional process? (Component 1c)	
5. What evidence does the academic coach collect to indicate goals have been met? (Component 1f)	
6. What resources are available in the school and district that the academic coach uses to help teachers enhance their skills? (Component 1d)	
7. How does the academic coach familiarize him/herself with district curriculum? (Component 1b)	
8. Briefly describe how the academic coach best and most effectively determines the needs of the teachers. (Component 1c)	

Domain 4: Professional Responsibilities

Comments: (to be completed by evaluator)

<p>1. How do you evaluate the effectiveness of your practice? (Component 4a)</p>	
<p>2. Explain and provide evidence of how you maintain data and reports. (Component 4b)</p>	
<p>3. Explain and provide evidence for how you communicate with teachers and other academic coaches in order to build and maintain positive and productive relationships. (Component 4d)</p>	
<p>4. Describe how you take a leadership role in your school and the district (district/building projects, committees, activities, professional development, etc.) (Component 4d & 4f)</p>	
<p>5. Describe the professional growth activities in which you participated this year to achieve your growth objective. (Component 4e)</p>	
<p>6. Explain the importance of maintaining confidentiality with colleagues. (Component 4f)</p>	

Academic coach comments pertaining to observation setting. List any items you might want to call to the attention of the administrator.

Academic coach comments pertaining to observational focus: List any items you might want to call to the attention of the administrator.