

**USD 470 Teacher 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 students in this class, including those with special needs. (Component 1b)	
2. What are the objectives for the lesson? What do you want the students to learn? (Component 1c)	
3. Why are these objectives appropriate for this group of students? (Component 1c)	
4. How do these objectives support the district's curriculum, state frameworks, and the content standards? (Component 1c)	
5. How do these objectives build prior knowledge and support future learning and relate to other disciplines? (Component 1a, 1c)	
6. How do you plan to engage students in the content? What will you do? What will the students do? Attach lesson plan. (Component 1e)	
7. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties? (Component 1a)	
8. What instructional materials or other resources, if any will you use? (Component 1d)	
9. How do you plan to assess student achievement of the goals? What procedures will you use? Attach any tests or performance tasks, with rubrics or scoring guides. (Component 1f)	
10. How do you plan to use the results of the assessment? (Component 1f)	

Domain 4: Professional Responsibilities**Comments: (to be completed by evaluator)**

1. How do you evaluate a lesson's effectiveness? (Component 4a)	
2. Explain and provide evidence of how you maintain student records (attendance, grades/progress, etc.) (Component 4b)	
3. Explain and provide evidence for how you communicate with parents (newsletters, logs, student progress). (Component 4c)	
4. Describe how you take a leadership role in your school and the district (district/building projects, committees, activities, etc.) (Component 4d & 4f)	
5. Describe the professional growth activities in which you participated this year to achieve your growth objective. (Component 4e)	
6. How do you advocate for students? (Component 4f)	

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

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