

NEW TEACHER: _____ MENTOR: _____

PART ONE: PRE-OBSERVATION PLANNING CONFERENCE

Date of visit: _____ Time of visit: from _____ to _____

Name of Observer: _____

The goal of the observation will be:

Lesson objectives (provide detailed specific information):

Things to watch for:

[illegible]

PART THREE: POST-VISIT CONFERENCE

Use the observation notes and the following questions to guide the post-conference discussion. The mentor leads the discussion by asking these questions of the new teacher.

1. What do you feel the proudest of for this lesson? And Why?

2. Do you feel you met your objectives?

3. How did you engage the students?

4. What strategies did you use to help students think critically?

5. What do you feel you would like to change next time you teach this topic/lesson? And Why?

6. As the observer, I (mentor answers):

Observer Name/Signature

Teacher Name/Signature

NOTE: PLEASE FORWARD A COPY OF THIS OBSERVATION TO THE EMPLOYEE DEVELOPMENT COORDINATOR.