Pre-observation Planning Tool (OPTIONAL)

Employee Name: **Date of observation:**

PURPOSE OF THE LESSON
PLANNED TEACHING BEHAVIORS
EXPECTED LEARNER BEHAVIORS
CHECKING FOR UNDERSTANDING

OPTIONAL FORM

Teachers may opt to use this planning tool as part of a pre-conference with their evaluator.
It is not required, however.
Other employees (librarian, nurse, counselor, psychologist, SLP) may modify this form to coincide with their formative evaluation tool.