

Form 6: LEPG Post-Observation Protocol

Purpose

The purpose of the principal post-observation meeting is for the principal and supervisor to review observation evidence and share feedback.

(Insert district guidelines)

Comment [ZM1]: District: Add any additional guidelines/requirements (e.g. timing, processes, etc.).

Preparing for the Conversation

Supervisor will...

- Review and align observation notes to the MSFE LEPG Rubric indicators.
- Review the post-observation questions and make note of any additional questions or alignment with professional goals (Part 1).
- Identify areas of strength and opportunities for growth by citing evidence from observation (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

Principal will...

- Use the MSFE LEPG Rubric to self-assess his/her performance during the observation.
- Review and prepare answers to the post-observation questions (Part 1).
- Collect and analyze documents related to the observation.
- Identify areas of strength and opportunities for growth from the observation and analysis of evidence (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

During the Conversation

Supervisor will...

- Ask questions and take notes on the conversation (Part 1).
- Share evidence, alignment, strengths, and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth for the principal based upon the conversation and assessment (Part 3).

Principal will...

- Share responses to the questions and documents from the observation (Part 1).
- Use evidence to identify strengths and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth (Part 3).

At the end of the conference, the supervisor and principal will receive a signed copy of the completed documents, which includes planning for growth.

Part 1: Post-Observation Conversation

Principal Name: _____

Supervisor Name: _____

Activity observed:	
Date of observation:	Length of observation:
Date of conference:	Time of conference:

Instructions: Principal should review the questions below and prepare responses for the post-observation conversation. Responses can be submitted electronically or in writing prior to the conference. During the conference, the principal and supervisor will discuss the questions and share any relevant evidence.

Comment [ZM2]: District: Adjust this requirement, as needed.

1. In general, what was successful about the activity observed? Comment on the learning environment (e.g. interactions, culture, procedures, and conduct) and content delivery (e.g., activities, grouping of participants, materials and resources). To what extent were they effective?
2. Did participants learn what you intended for them to learn? How do you know?
3. If you had a chance to do this again, what would you do differently, from planning through execution?
4. What did you learn about your participants and your approach as a result of this activity?

Part 2: Post-Observation Analysis

Areas of Strength and Opportunities for Growth

Instructions: In the boxes below, identify 2-3 strengths that were observed, citing evidence from observation notes and/or evidence submitted by the principal. Then, identify 1-2 standards to prioritize for growth. Note that only the Standards whose indicators are evident through observation are listed below.

MSFE LEPG Rubric Standards	Evidence of Strengths	Opportunity for Growth (By indicator)
1- Leadership for Results		
3- Teaching and Learning		
5- Culture		
8- Ethics		

Part 3: Post-Observation Next Steps

Instructions: Prior to the post-observation conference, the principal and supervisor can separately jot down answers to guiding questions in the box below. Use this information to determine the most appropriate opportunity for growth and plan for the growth using the template below.

Based on the principal's professional goals, the observation evidence, and analysis in Part 2, which standard(s) should be the focus for growth in the next 30 days? What professional development opportunities/support would be most helpful to addressing growth?

Planning for Growth

Standard(s) of focus:

Plan/goal (write a short statement of the plan or goal to improve practice):

Support needed (list support, resources, or materials that are needed to implement the plan/goal):

Identified Resources (identify resources and materials that are available to support implementation):

Monitoring Progress (write a short statement that describes how progress of the plan will be monitored and shared):

Signing below indicates that the post-observation meeting took place and all parts of the protocol have been completed. A signed copy should be provided to the principal.

Supervisor Signature: _____

Date: _____

Principal Signature: _____

Date: _____