

## Form 4: LEPG Pre-observation Protocol

### Purpose

The purpose of the pre-observation meeting is to discuss the process with the principal's supervisor and gather information about the preparation that the principal has done for the observation activity.

(Insert district guidelines)

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

### Preparing for the Conversation

#### Supervisor will...

- Review any documentation that is submitted by the Principal and align to the MSFE LEPG Rubric indicators.
- Review the pre-observation questions and make note of any clarifying questions to ask the Principal.

#### Principal will:

- Submit any preparation documentation to the supervisor **at least two days** prior to the scheduled observation.
- Review and prepare responses to the pre-observation questions. This can include collecting documents that are applicable to the observation activity.
- Review professional goals and identify indicators of focus for the conversation or the observation.

**Comment [ZM2]:** District: Adjust this timeline, if necessary.

### During the Conversation

#### Supervisors will...

- Ask questions and take notes on the conversation.
- Collaboratively identify and document specific indicators of focus for the observation.

#### Principals will...

- Share responses to the questions and share documents, if any.
- Collaboratively identify and document specific indicators of focus for the observation.

After completion of the pre-observation interview, both the principal and supervisor should sign and date the form.

## Pre-Observation Conversation

Principal Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Activity to be observed:	
Date of pre-observation conference:	Time of pre-observation conference:
Date of observation:	Time of observation:

Principal should review the questions below and prepare responses for the pre-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 [ZM3]:** District: Adjust this requirement, as needed.

1. What is the objective of the activity? What will the participants know and be able to do by the end?
2. Describe how you planned for the activity.
3. Briefly describe what you know about the participants. What activities will you include to engage all participants in the content?
4. How will you assess whether the participants have learned the content? What will you do to encourage application of the new content?
5. Based on previous observations and professional goals, is there something the supervisor should pay particular attention to during the observation?
6. Is there any additional information you would like to provide that will help the supervisor understand the activity? Is there anything else you would like to discuss before the observation?

*Signing below indicates that the pre-observation meeting took place. A signed copy should be provided to the Principal.*

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_