

(District Name) TEPG Pre-observation Protocol

Purpose

The pre-observation protocol is an opportunity to discuss the observation process and for a teacher to share evidence of lesson and unit planning and how student data is used to inform lesson design.

Preparing for the Conversation

Observer will...

- Review the lesson plan and any other documentation that is submitted by the teacher and align to the MSFE TEPG Rubric standard indicators.
- Review the pre-observation questions and make note of any clarifying questions to ask the teacher.

Teacher will:

- Submit the lesson plan and any other documentation to the observer 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.
- Review professional goal(s) and identify standard indicators of focus for the conversation or the observation.

During the Conversation

Observers will...

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

Teachers will...

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

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

Pre-Observation Conversation

Teacher Name: _____

Observer Name: _____

Grade to be observed:	Subject/lesson to be observed:
Date of conference:	Time of conference:
Date of observation:	Time of observation:

Teacher 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 teacher and observer will discuss the questions and share any relevant evidence.

1. What is the objective of the lesson? What will students know and be able to do by the end of the lesson?
2. Describe how you planned instruction to address the content standards and how you will deliver instruction to students.
3. Briefly describe the varied learning needs of students in your class and how you planned to meet their needs. What activities will you include to engage all students in the content?
4. How will you assess whether students have learned the content standards addressed in this unit of instruction?
5. Based on previous observations and professional goals, is there something the observer should pay particular attention to during the observation?
6. Is there any additional information you would like to provide that will help the observer understand your classroom or instruction? 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 teacher.

Observer Signature: _____ Date: _____

Teacher Signature: _____ Date: _____