

## Form 3: LEPG Pre-Observation Protocol for a Post-Observation Conference

### Purpose

The purpose of the pre-observation meeting is to discuss the process and gather information about the post-observation conference with an educator.

### ***Preparing for the Conversation***

#### *Evaluator will...*

- Review the pre-observation questions and make note of any clarifying questions to ask the Leader.

#### *Leader will:*

- Review pre-observation questions. This can include collecting documents that are applicable to the observation activity.

### ***During the Conversation***

#### *Evaluator will...*

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

#### *Leader 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 leader and evaluator should sign and date the form.

## Pre-Observation Conversation

Leader's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

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

Leader should review the questions below before for the pre-observation conversation. **Written responses are not required.** During the conference, the leader and evaluator will discuss the questions and share any relevant evidence.

1. Briefly describe some highlights and areas of growth from the classroom observation.
2. What are your goals for the post-conference conversation?
3. What action steps are you anticipating implementing to improve the area(s) of growth? How will measure the effectiveness?
4. Are there areas that the evaluator should specifically observe to help you improve your feedback and coaching skills?

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

Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_