

Form 4: LEPG Post Observation Protocol for a Staff Meeting

Purpose

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

Preparing for the Conversation

Evaluator will...

- Review and align observation notes to the LEPG Rubric.
- 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).

Leader will...

- Use the 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.
- Jot down notes and ideas on a plan for growth (Part 3).

During the Conversation

Evaluator 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 leader based upon the conversation and assessment (Part 3).

Leader will...

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

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

Part 1: Post-Observation Conversation

Leader's Name: _____

Evaluator's Name: _____

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

Instructions: Leader 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 leader and evaluator will discuss the questions and share any relevant evidence.

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).
2. Did the educators 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 educators 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 leader. 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 Core Propositions	Evidence of Strengths	Opportunity for Growth
1 – Vision, Mission, and Advocacy		
2 – Strategic Leadership for Results		
3 – Supports for Learning		
4 – Teaching and Learning		
5 – Culture		
6 – Ensuring Professionalism		

Part 3: Post-Observation Next Steps

Instructions: Prior to the post-observation conference, leader and evaluator 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.

Monitoring Next Steps

M/O*	Professional Development Opportunities	When	Evidence of Accomplishment

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 leader.

Evaluator's Signature: _____

Date: _____

Leader's Signature: _____

Date: _____