## Conference Preparation and Notes (Evaluator)

The Conference Preparation and Notes below are intended for evaluator use in preparing for and during post-observation conferences. These notes are intended to help evaluators ensure that they highlight both strengths and areas for growth, and ensure that evaluators consider mechanisms to provide support and next steps prior to engaging in conversation with teachers.

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| --- | --- |
| Date |  |
| Teacher Name / Grade / Subject |  |
| Instructional Objective |  |
| Introduction and Greeting:   * Review the structure for the conference and establish the length. * Review the feedback and evaluation process and allow time for questions. | |
| Review of Instruction:   * Did students master the objectives? How do you know? * What are the student actions that led to mastery? What are the student actions that led to non-mastery? * What are the teacher actions that led to the student actions described? * What worked well, and what would you want to refine for future instruction? * What did not work as well, and what would you change for future instruction? | |
| Strengths:   * Share two strengths from the lesson / lesson planning and provide concrete, specific examples. * Prompt the teacher to identify one strength connected to a skill that is critical for student learning. | |
| Areas for Growth:   * Share two – three (no more than three) areas for focus and growth. Provide concrete examples both from the observation on where you witnessed these areas impacting student mastery, and on how these growth areas can lead to improved student outcomes. | |
| Action Steps and Deliverables:   * Recommend specific actions to improve practice. These actions could include professional development training courses, peer observation, reading, lesson modeling, etc. | |
| Closing:   * Clarify next steps and associated deliverables. * Allow time for questions / final thoughts and reflection. | |