

PRE-OBSERVATION CONFERENCE

The purpose of the pre-conference is to determine the extent of the planning that has gone into the lesson, build supervisor/teacher rapport and to determine any special circumstances that have taken place in the class which might aid in the supervision process. It is an important part of the supervision process.

Name _____ Subject/Grade _____

School _____ Date _____

What is the primary focus of this lesson (standards and benchmarks taught)?

What instructional strategies and/or activities will be used during this observation?

Is there anything that will help me better understand your classroom environment?

From the list below, select an area for which you desire specific feedback. Please check any specific area(s) in which you want feedback. (You may add to the list your own contributions.)

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|--------------------------------------|-------|---|-------|
| Planning instruction | _____ | Classroom Management | _____ |
| Instructional methods/
Techniques | _____ | Student behavior | _____ |
| Monitoring student progress | _____ | Interpersonal relations with
student's | _____ |
| Technology integration | _____ | Time management | _____ |
| Teaching to standards | _____ | | |