

# RSU#19 TEPG Pre- & Post-Observation Protocol

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.

## 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.
- Review any 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 prior to the scheduled observation.
- Review and prepare responses to any pre-observation questions. This can include collecting documents that are applicable to the observation.
- Review professional goal(s)

### During the Conversation

*Observers will...*

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

*Teachers will...*

- Share responses to questions and share documents, if any.
- Collaboratively identify and document specific areas of focus for the observation.
- Be prepared to update professional goal progress.

## Pre-Observation Conversation

1. What is the objective of the lesson? What will students know and be able to do by the end of the lesson?

Comments:

2. 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?

Comments:

3. How will you assess whether students have learned the content standards addressed in this unit of instruction?

Comments:

4. Is there something the observer should pay particular attention to during the observation?

Comments:

5. Is there anything else you would like to discuss before the observation?

Comments:

# TEPG Post-Observation Protocol

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

*Observer will...*

- Review and align observation notes to the TEPG Rubric standard indicators.
- Review the post-observation questions and make note of any additional questions or alignment with professional goals (Part 1).
- Identify areas of strength and opportunities for growth by citing evidence from classroom observation (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

*Teacher will:*

- Use the TEPG Rubric to self-assess his/her performance during the observation.
- Review and prepare answers to the post-observation questions (Part 1).
- Collect and analyze student work samples or other documents related to the lesson.
- Identify areas of strength and opportunities for growth from the classroom observation and analysis of evidence (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

## ***During the Conversation***

*Observer 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 teacher based upon the conversation and assessment (Part 3).

*Teacher will...*

- Share responses to the questions and share documents and/or student work samples from the lesson (Part 1).
- Use evidence to identify strengths and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth (Part 3).

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

## Part 1: Post-Observation Conversation

1. In general, what was successful about the lesson?
2. Did students learn what you intended for them to learn? How do you know?
3. If you had a chance to teach this lesson again to the same group of students, what would you do differently, from planning through execution?
4. For students who struggled with the content, what will you do next to ensure they grasp the concepts? How will you adjust the remainder of the unit, if at all?
5. As a result of this feedback; what is the next step and what support or resources might you need?

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

Observer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Needs to be shared with administrator before finalizing; can be edited during either conference, then finalized.