Liverpool Central School District
Pre-Observation Conference Guide for Formal Observations
Exhibit N

It is not the intent of this form to be completed in writing by teachers prior to the observation. The following questions may be used as a guide during the conversation.

The pre-observation conference sets the stage for the classroom observation. The purpose of the conference is for the teacher and administrator to engage in a meaningful conversation that highlights specific aspects of the lesson, program or class environment that the teacher would like the administrator to observe. The teacher and principal will discuss the written lesson plan in the context of these questions and the expectations of the rubric.

Rubric Domains to be referred to for the pre-observation:

1. Planning and Preparation
2. Classroom Environment
3. Instruction

• What are the key instructional goals that you planned for this lesson?
• What instructional practices, learning activities, and resources will you use in this lesson to assist the students in meeting the objectives?
• How have you planned for differentiated instruction? In what ways will you integrate technology into the lesson?
• How will you assess student learning?
• How have you prepared the classroom environment for the instruction and learning?
• What would you like the observer to focus on during the time in the classroom? E.g., Instructional practices you are using, assessment strategies, student engagement, questioning techniques.
• What are some of the challenges that you expect in this lesson, and how will you address them?
• How do you implement district initiatives in the classroom?
• What data do you collect to ensure student progress in learning?
• What questions do you have for the observer?