



Pre-Conference Form

Teacher:

Grade Level(s):

Pre-Conference Date

Date of scheduled formal evaluation:

Demonstrating Knowledge of Students (1b)

Briefly Describe your students, including those with special needs How do you plan to teach to each student's level of understanding?

Demonstrating Knowledge of Resources (1e)

When preparing this lesson, what resources did you use? (material, collaboration, etc.)

Design Coherent Instruction (1e)

How does this learning "fit" into the sequence for this class? (ex. Introducing the topic, mastering, etc.)

Assessment (Domain 1 & 3)

How will you know whether the students have learned what you intend? (formal and / or informal)

Student Learning (Domain 2 & 3)

How will you engage students in the learning? Is objective clear to students? What will you do? What will the students be doing? Will the students work in groups/ individual/ large group? Bring any materials to the pre-conference.

Common Core Standards (Domain 1a, c, d)

What Common Core Standards will be addressed in this lesson?

Reflecting on Teaching (4a)

Are there any particular teaching behaviors or classroom management techniques you would like me to focus on during this observation?

Family Communication (4c)

Describe how you communicate with families other than district-scheduled parent/teacher conference days.

Records & Deadlines (4b & f)

How are you at entering grades in a timely manner, completing and submitting district forms and paperwork, and meeting posting deadlines?

Professional Relationships (4f)

Describe your professional relationships with your colleagues.

Professional Development (4e)

Describe your professional development activities and how they relate to your professional growth.

Contributing to the School District (4d)

State any additional responsibilities or volunteer work you do in Z-R and the community.