

ST. JOHN THE BAPTIST PARISH SCHOOL BOARD
PRE-OBSERVATION CONFERENCE FORM FOR INSTRUCTIONAL PERSONNEL

Evaluator/Observer Date: _____

Evaluatee Subject: _____
Date: _____

I plan to observe your class on _____ at _____
Day/Date Time Period

Teacher presented written lesson plan _____ Yes _____ No

- I. What should the student know or be able to do at the end of this lesson?

- II. What activities have you chosen to teach your objectives?

- III. Identify individual differences you will address in the lesson?

- IV. Other than textbooks, what materials, including technology, will you use in this lesson?

- V. How do you plan to measure learner outcomes?

- VI. Explain your participation in school improvement efforts.

- VII. Are there any unusual circumstances or special conditions that the observer should be aware of when observing this lesson?

Evaluatee Signature Position Date

Evaluator/Observer Signature Position Date