

**Amsterdam School District**

**Teacher Pre-Observation Form**

Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade: School: Subject:

Date of Observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Pre Observation Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion of this form will serve to guide your discussion with the evaluator at the pre-observation conference. The information solicited on this form provides evidence for your performance in Domain 1 (Planning and Preparation) & Domain 4 (Professional Responsibilities). ***While required, this form will not be scored and is simply a guide for discussion and evidence preparation.***

The components to be evaluated will be decided upon collaboratively by the evaluator and the teacher. In the event that a mutual agreement cannot be reached, the final decision as to which components are to be evaluated will be made by the evaluator.

1. (1a) What concept is being taught and how does it relate to your content area? Briefly explain the prerequisite skills needed to understand this concept. Which areas of the lesson, if any, may student misconceptions be anticipated?
2. (1c) What are the outcomes (or the objectives) of this lesson? How are they (or the lesson) linked to the NYS/CCSS Standards? (Please be specific with standard(s) and area of curriculum map this aligns with)
3. (1d) What instructional materials/ resources will you use? Why did you select them?
4. (*1e*) Briefly write the steps of the lesson in sequence, clearly showing how they move students to desired outcomes. How will the students be organized for instruction? Consider including grouping of students, materials and resources to be used.

The Class Profile Form can be used as a guide for discussion in demonstrating evidence of Component 1b.

Component 4a can be demonstrated through completion of the Post-Observation Reflection Form.

1. (1f) What types of assessments will you use? How will you evaluate whether the students have achieved the lesson’s outcomes (objectives)? What student behaviors do you expect to see? Describe what student success looks like.
2. Do you have any special areas of focus that you would like to discuss prior to the lesson to help the administrator understand your rationale?

**EXPLAIN/SHARE/ PROVIDE EVIDENCE**

**Evidence for the components listed below needs to be submitted to the evaluator no later than the post conference for the last observation if it hasn’t already been submitted. Other examples can be utilized to meet each component’s requirement. This list below is not inclusive.**

***1.*** (4b) System for maintaining records

* 1. Student assignments/student progress/ non instructional records
1. (4c) Communication with families
	1. Emails/letters/phone call logs/ parent conferences/course descriptions
2. (4d) Professional Community
	1. Peer relationships
	2. Participation in groups/committees
	3. Participation in school and district events
3. (4e) Developing Professionally
	1. Seeking out/participating in PD
	2. Seeks feedback on teaching
	3. Supports other educators
4. (4f) Showing Professionalism
	1. Conduct/service to students/students advocacy/decision making/adherence to school and district policy.

***Any additional evidence may still be submitted to the evaluator up to the final post conference date.***