

Classroom Teacher Name	
School #	Position
Qualified Observer's Name/Position	

The classroom teacher and qualified observer document the focus area for the formal observation. Listed below are considerations for pre-observation conferences for observations of teaching and learning. The pre-observation conference form will continue to be available in the teacher's queue in OPMS for electronic entry and sharing with their qualified observer.

I. Specific objective(s) for the activity that will be observed

Consider: What will students know and/or be able to do as a result of this lesson?

Consider: What is the lesson outcome? How will you know if students meet this outcome?

II. Activity to be observed

Consider: What will be taught and how will the needs of diverse learners be met?

Consider: What student learning came before this lesson and what will be coming after?

III. Strategies that will be used to accomplish the objectives

Consider: What instructional strategies and/or tools for remote learning will you use? Why?

Consider: How are your instructional choices responsive to what you know about your students?

IV. Special circumstances related to activity observed

Consider: What should the observer be aware of when conducting this observation (ie: Is this a new unit, are you implementing new routines, are there student attendance or participation concerns)?

V. Other Comments

Classroom Teacher's Signature:

Date:

Qualified Observer's Signature:

Date: