**Form A2: Specialist Pre-Observation Conference Form (1)**

**Vermilion Association for Special Education Teacher Evaluation Plan**

*Questions below to be completed in writing by specialist and submitted to evaluator at least three (3) days prior to the pre-observation conference. Questions serve as guidance for the pre-conference. Any questions that do not pertain to the observation may be left blank.*

Teacher: Click here to enter text. School: Click here to enter text.

Grade Level(s): Click here to enter text. Subject(s): Click here to enter text.

Observer: Click here to enter text. Date: Click here to enter a date.

***For the purpose of this document, “stakeholder” can be defined as any individual you are interacting with during the observation. A stakeholder can include, but is not limited to: students, parents, teachers, administrators.***

***An observation can be defined as the “activity” in which you are a part of during an observation by your evaluator. An observation can included, but is not limited to: therapy sessions, IEP meetings, classroom lessons, administering assessments.***

1. What are some of the skills/knowledge stakeholders will need to bring to this observation to be successful?

Click here to enter text.

1. What are some things about your stakeholders’ readiness (background knowledge, social skills, self-management, cultural needs, etc.) that are influencing the design of the activity to be observed?

Click here to enter text.

1. Discuss how you plan and prepare for the observed activity.

Click here to enter text.

1. What are some special areas/student needs or issues you will need to address?

Click here to enter text.

1. As you think about what you know about your stakeholders and the content, what are some key learning goals?

Click here to enter text.

1. Given these goals, how will you monitor stakeholders’ learning? How will you support/extend stakeholders’ learning success?

Click here to enter text.

**Form A2: Specialist Pre-Observation Conference Form (2)**

1. What are some ways you will ensure engagement for all stakeholders?

Click here to enter text.

1. What are some resources or materials you/your stakeholders will need to support and extend learning?

Click here to enter text.

1. How do you collaborate with colleagues? What professional activities have influenced your practice?

Click here to enter text.

1. Thinking beyond the observation how have you continued to communicate and connect with the students’ families to help build a link between home and school? How has family information continued to influence your management and instructional decisions with individual students?

Click here to enter text.

1. Beyond what we have already discussed, what else would you like to share with me about the activity that I will be observing?

Click here to enter text.

1. Are there any special circumstances that may affect this observation?

Click here to enter text.

1. What do you want me to specifically observe in this observation?

Click here to enter text.