**Form A1: Teacher Pre-Observation Conference Form (1)**

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

*Questions below to be completed in writing by teacher 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.

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| **Conversation Components** | | **Observable Components** | |
| ***Domain 1***  ***Planning and Preparation*** | ***Domain 4***  ***Professional Responsibilities*** | ***Domain 2***  ***Classroom Environment*** | ***Domain 3***  ***Instruction*** |
| 1A. Knowledge of Content and Pedagogy  1B. Knowledge of Students  1C. Setting Instructional Outcomes  1D. Knowledge of Resources  1E. Designing Coherent Instruction  1F. Designing Student Assessments | 4A. Reflecting on Practice  4B. Maintaining Accurate Records  4C. Communicating with Stakeholders  4D. Participating in a Professional Community  4E. Growing and Developing Professionally  4F. Showing Professionalism | 2A. Creating an Environment of Respect and Rapport  2B. Establishing a Culture for Learning  2C. Managing Classroom Procedures  2D. Managing Student Behavior  2E. Organizing Physical Space | 3A. Communicating with Students  3B. Using Questioning and Discussion Techniques  3C. Engaging Students in Learning  3D. Using Assessment in Instruction  3E. Demonstrating Flexibility and Responsiveness |

***Questions for Discussion between Teacher and Evaluator:***

1. Briefly describe the students in your class. What have you learned about your students this year that has gone into your planning? (1B)

Click here to enter text.

1. Discuss how you plan and prepare for lessons. What are the specific learning targets of the lesson to be observed, and how will you communicate these to students? (1A, 1C, links to 3A)

Click here to enter text.

1. Discuss how you organize the overall structure, pacing, and materials within lessons to engage students in the learning process. (1D, links to 3C)

Click here to enter text.

1. How do you organize the classroom to promote a respectful learning environment? How do your classroom procedures and the physical arrangement of the classroom help students to be successful in your classroom? How have you changed your organizational procedures/arrangement based on previous feedback? (2A, 2C, 2D)

Click here to enter text.

**Form A1: Teacher Pre-Observation Conference Form (2)**

1. How do you differentiate and adjust your teaching through questions, discussion, and activities? (3B, 3E )

Click here to enter text.

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

Click here to enter text.

1. How do you plan to formatively assess students’ progress towards mastery of the identified learning targets? (1F, links to 3D)

Click here to enter text.

1. How do you collaborate with colleagues? What professional activities have influenced your practice? (Links to 4D and 4E)

Click here to enter text.

1. Thinking beyond the classroom, 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 classroom management and instructional decisions with individual students? (4C)

Click here to enter text.

1. During the observation I will be collecting evidence about your teaching directions, procedures, explanations, discussion process and learning expectations, transitions and closure. What specific information would you like me to collect about your instructional communication? (3A, 3B, links to 4A)

Click here to enter text.

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

Click here to enter text.

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

Click here to enter text.