

PRE-OBSERVATION CONFERENCE GUIDE

Beginning Teacher's Name _____

Mentor's Name _____

Conference Date _____

Date of Observation _____ Time for Observation _____

Mentors should cover these elements in the Pre-Observation Conference.

General information about the observation

Identify special situations and/or unique student needs

Identify the focus of the observation and the related APS(s)

Articulate goals for improving instruction

Notes

Observation Technique:

_____ Scripting _____ Charting _____ Counting _____ Diagramming

I will sit _____