

## **Pre-Observation Conference Script**

The mentor's tasks during the pre-observation conference are listed below:

- Assist the beginning teacher in clarifying lesson objectives, activities, or assessments
- Determine a focus for the observation
- Identify special situations or unique student needs
- Discuss goals and/or long-range plans

Use the space below to create a script for a pre-observation conference based on the Case of Practice. Write questions and comments that “validate” the beginning teacher’s work, and “clarify” and “stretch and apply” the teacher’s thinking.