

Form 4: LEPG Preobservation Protocol

Purpose

The purpose of the preobservation meeting is to discuss the observation process with the principal and gather information about the preparation that the principal has done for the observation activity.

Preparing for the Conversation

Supervisor will...

- Review any documentation that is submitted by the principal and align it to the MSFE LEPG Rubric indicators
- Review the preobservation questions and make note of any clarifying questions to ask the principal

Principal will...

- Submit any documentation to the supervisor at least two days prior to the scheduled observation
- Review and prepare responses to the preobservation questions
- Review professional goal(s) and identify indicators of focus for the conversation or the observation

During the Conversation

Supervisors will...

- Ask questions and take notes on the conversation
- Collaboratively identify and document specific indicators of focus for the observation

Principals will...

- Share responses to the questions and share documents, if any
- Collaboratively identify and document specific indicators of focus for the observation

After the preobservation interview, both the principal and supervisor should sign and date the form.

LEPG Preobservation Conversation

Principal Name: _____

Supervisor Name: _____

Date of preobservation conference:	Time of preobservation conference:
Date of observation:	Time of observation:

Instructions: Principal should review the questions that follow and prepare responses for the preobservation conversation. Responses can be submitted electronically or in writing prior to the conference. During the conference, the principal and supervisor will discuss the questions and share any relevant evidence.

1. What are your goals for the TEPG postobservation conference, for yourself and for the teacher? What will the teacher learn by the end of the conference?
2. Briefly describe what you know about the teacher. What questions or strategies will you use to engage the teacher in reflecting on practice and to encourage the teacher to take an active, leading role in the conversation?
3. How will you assess whether the teacher understood the evidence and feedback you provide? What will you do to encourage to adjustments to instruction based on the feedback?
4. In light of previous observations and professional goals, is there something the supervisor should pay particular attention to during the observation?
5. Is there any additional information you would like to provide that will help the supervisor understand the postobservation conference?

Signing indicates that the preobservation meeting took place. A signed copy should be provided to the principal.

Supervisor signature: _____ Date: _____

Principal signature: _____ Date: _____