



Pre-Conference Planner

Administrative Procedure 2.C.90H

2.0 Human Resources
2.C Evaluation and Growth

Teacher:		Principal:	
Grade/Class/Course:		Date of Pre-Conference:	
Dates of Observation:			
1. Briefly describe the students in the class including a description of any special academic or behavioral needs.			
2. What are the goals of the lesson(s)? What will students learn?			
3. Are the goals suitable for these students?			
4. How do the goals fit into the general learning outcomes of the curriculum?			
5. Do the goals of the lesson(s) relate to broader goals in the discipline or in other disciplines?			
6. How will you engage the students in the content of the lesson(s)? What will you do? What will they do?			
7. How will students, EA's, and volunteers contribute to the learning environment?			

8. What difficulties might students experience, and how do you plan to deal with them?
9. What are your expectations of students' behaviour?
10. What instructional materials or other resources will you use?
11. How will you assess student learning? What procedures will you use?
12. How do you plan to use the results of the assessment?
Are there any items you would like to bring to the attention of the Principal?
Do you have any questions about the format of the classroom observation?