

Evergreen School Division
2.C.310 H: Pre-Conference Planner

Name: _____

Principal: _____

Grade/Class/Course: _____

Date of Pre-conference: _____

Date(s) of Observation(s): _____

1. Briefly describe the students in the class including a description of any special academic or behavioral needs.

7. How will students, EA's, and volunteers contribute to the learning environment?

2. What are the goals of the lesson(s)? What will students learn?

8. What difficulties might students experience, and how do you plan to deal with them?

3. Are the goals suitable for these students?

9. What are your expectations of students' behaviour?

4. How do the goals fit into the general learning outcomes of the curriculum?

10. What instructional materials or other resources will you use?

5. Do the goals of the lesson(s) relate to broader goals in the discipline or in other disciplines?

11. How will you assess student learning? What procedures will you use?

6. How will you engage the students in the content of the lesson(s)? What will you do? What will they do?

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?