

**Evergreen School Division**  
**2.C. 310 I: Pre-Conference Principal's Notes**

Teacher: \_\_\_\_\_

Principal: \_\_\_\_\_

Grade/Class/Course: \_\_\_\_\_

Date of Pre-conference: \_\_\_\_\_

Date(s) of Observation(s): \_\_\_\_\_

1. Knowledge of the students in the class including knowledge of special needs.

2. Selection of the instructional goals of the lesson(s).

3. Suitability of the goals of the lesson for the students in the class.

4. Connection of the lesson goals to the general learning outcomes of the curriculum.

5. Connection of the goals to broader goals in the discipline or in other disciplines.

6. Plan to engage the students in the content of the lesson(s).

7. Plan for students, EA's, and volunteers to contribute to the learning environment.

8. Knowledge of instructional materials and other resources.

9. Plan to assess student learning.

10. Plan to use of the assessment results with students

11. Clarification of the focus of the classroom observation: