

Example Pre-Conference Template

Evaluator: _____ Teacher: _____
Date: _____

Conference Introduction/Greeting
Set the tone with a greeting:
Thanks for taking the time to meet with me. I'm really looking forward to coming in to your class on _____.
Establish the length of the conference:
This conference should take us about _____.
Review conference process and purpose:
...and the purpose of this pre-conference is for you to have the opportunity to walk me through your lesson plan and student data, and provide a general idea about what I can expect to see happen during your lesson.
Ask a general impression question and ask the teacher to walk through their lesson:
<u>Examples:</u> Are there specific indicators that you focused on when developing this lesson? How does your analysis of your student data/student work impact this lesson? Walk me through your lesson.
Ask general questions to ask during the pre-conference:
How is this lesson connected to what your students have learned in the past?
Where in the lesson will instruction be differentiated to address the students' varying learning needs (enrichment and/or intervention)?
How did you decide on your instructional grouping?
How will you and your students know they have mastered the objective by the end of the lesson? What will be evidence of this mastery?
Following your lesson, what will be the criteria you will use to sort your students' work? How will you communicate/share this criteria with your students?