

Lansing Unified School District # 469
PRE-OBSERVATION CONFERENCE PLAN

To be completed by the novice teacher prior to pre-conference for the formal observation

Name _____

Grade Level/Curriculum Area Observed _____

Date of Pre-conference _____

Date/Time of Formal Observation _____

Briefly describe the students in this class including those with special needs.	How do you plan to engage students in the lesson? What will you do? What will the students do?
What are the goals for the lesson? What do you want the students to learn?	What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties?
Why are these goals suitable for this group of students?	What instructional materials or other resources, if any, will you use? (Attach sample materials you will be using for the lesson.)
How do these goals support the district's curriculum, state frameworks, and the content standards?	How do you plan to assess student achievement of the goals? What procedures will you use? (Attach any tests or performance tasks, with rubrics or scoring guides.)
How do these goals support and relate to the broader curriculum goals in the discipline as a whole or in other content areas?	How do you plan to use the results of the assessments?
<i>Teacher comments pertaining to observation setting. List any items you might want to call to the attention of the administrator.</i>	