

Non-Instructional Feedback Pre-Observation Form SY15-16

Assistant principals are observed by the principal twice during a school year, once each semester. For one observation, the principal observes and rates assistant principals during a Teacher Post-observation Conference. The principal observes each assistant principal providing instructional feedback to one teacher based on his/her formal observation.

For the other observation, the principal and assistant principal review the assistant principal's roles and responsibilities, reflect on the 5 essential practices in the *Five Essential Practices of School Leadership: A Framework for Supporting Assistant Principals* and determine the focus of the additional observation.

This form is completed by the assistant principal **AFTER** the assistant principal and principal agree on the focus of the observation.

1. What is the context of the activity/event being observed?

2. What is the goal of the activity/event being observed?

3. What are the anticipated outcomes of the activity/event being observed?

4. How will the activity/event demonstrate school leadership practice?

5. Is there anything you would like me to specifically look for?