

## Post-Observation Conference Form

During the Post-observation Conference, the principal and teacher discuss the part of the lesson that was observed by the principal. The Post-observation Conference Form guides the conversation and documents information discussed. The questions below **MUST** be asked during the Post-observation Conference, **HOWEVER** additional questions can be asked (Questioning Prompts are available at the VIDE Employee Effectiveness Portal at <http://tle.vide.vi>).

This form is **completed** by the **principal DURING or AFTER** the post-observation conference. Once completed it is submitted in TalentEd by the principal and available for the teacher to review.

Grade Level/Subject(s): \*

Name of Observer: \*

Date of Post-Observation Conference: \*



Date of Classroom Observation: \*



Lesson Topic/Content: \*

### Questions for discussion (aligned to Danielson's *Framework for Teaching*):

1. In general, how successful was this lesson? Did the students learn what you intended for them to learn? How do you know? (*Danielson Framework Component 3d: Using Assessment in Instruction*)

2. To what extent did your classroom procedures, student conduct, and your use of physical space contribute to student learning? (*Danielson Framework Components 2c, Danielson Framework Component 2d, Danielson Framework Component 2e: Organizing Physical Space*)

## Post-Observation Conference Form

3. To what extent was your instructional delivery (activities, grouping of students, materials, resources, etc.) effective in this lesson? (*Danielson Framework Components 2a: Creating an Environment of Respect and Rapport, 2b: Establishing a Culture for Learning, 3a: Communicating with Students, 3b: Using Questioning and Discussion Techniques, 3c: Engaging Students in Learning, 3e: Demonstrating Flexibility and Responsiveness*)

4. What adjustments to your original plan (if any) did you make during the lesson? Why did you determine those adjustments were necessary? (*Danielson Framework Components 3d: Using Assessment in Instruction, 3e: Demonstrating Flexibility and Responsiveness*)

5. What do student work samples (if available) reveal about student engagement and understanding? (*Danielson Framework Components 3d: Using Assessment in Instruction, Danielson Framework Component 3c: Engaging Students in Learning*)

6. If you had a chance to teach this lesson again to the same group of students, what would you do differently? (*Danielson Framework Component 4a: Reflecting on Teaching*)

## Post-Observation Conference Form

--

**Other Questions:**

--

**Teacher/Observer Recommendations/Comments**

--