*To ensure accessibility in accordance with the Americans with Disabilities Act (ADA),   
please use the down arrow key to navigate this tool.*

Administrator Name: Click to enter text. Proposed Observation Date: Click to enter a date.

Evaluator Name: Click to enter text. Observation Time/Duration: Click to enter text.

School Name: Click to enter text. Date of Pre/Post Conference: Click to enter text.

Activity to Be Observed: Click to enter text.

This tool is for the school administrator and evaluator to discuss an upcoming scheduled observation, or to discuss recent scheduled and/or unscheduled observations. It is intended to guide thinking and conversation. **The questions on this form serve as a guide to start conversation and are not required.** Every question may not be answered or be relevant to every observation.

**Instructional Leadership Standards**

| **Questions to Guide Discussions:** | **Notes** |
| --- | --- |
| * How will/did you create and sustain a focus on learning in your school? * How will/did you create and sustain a culture of continuous improvement? * How will/did you demonstrate productive relationships with your staff and school community? * How will/did you develop, implement, and support structures and processes to meet the needs of the school community? | Click here to enter text. |

**Professional Responsibilities Standards**

| **Questions to Guide Discussions:** | **Notes/Evidence Reviewed:** |
| --- | --- |
| * How will/did you create and sustain a focus on learning in your school? * How will/did you create and sustain a culture of continuous improvement? * How will/did you demonstrate productive relationships with your staff and school community? * How will/did you develop, implement, and support structures and processes to meet the needs of the school community? | Click here to enter text. |

**Student Learning and Professional Practice Goals**

| Progress Toward Student Learning Goal and Professional Practice Goal |
| --- |
| Discuss progress made toward the SLG or PPG and log evidence of discussion here:  Click here to enter text. |