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

Educator 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.

Area/Region 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 educator 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.

**Leadership Standards**

| **Questions to Guide Discussions:** | **Notes** |
| --- | --- |
| * How will/did you help principals grow as instructional leaders? * How will/did you support and coach individual principals to engage in effective learning strategies? * How will/did you help principals foster a positive educational environment and support the diverse, cultural, and learning needs of students? * How will/did you develop, implement, and support structures and processes to continually elevate the performance of schools and sustain high-quality programs and opportunities across your district? | Click here to enter text. |

**Professional Responsibilities Standards**

| **Questions to Guide Discussions:** | **Notes/Evidence Reviewed:** |
| --- | --- |
| * How will/did you engage principals to help them grow as instructional leaders? * How will/did you use feedback and data to reflect on your practice? How will/did you pursue professional learning opportunities? * How will/did you assist the district in ensuring that schools provide equitable access to resources for each student? * How will/did you support principals in building coherence of organizational vision, policies, and strategies to support schools and students? | 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. |