**Appendix B: Post Observation Conference Template -- Teacher**

Harlan County Schools **POST-OBSERVATION DOCUMENT**

|  |  |
| --- | --- |
| **Teacher** |  |
| **School** |  |
| **Grade Level/Subject(s)** |  |
| **Observer** |  |
| **Date of Conference** |  |

*For each of the following standards, reflect on the lesson that was observed using the following guiding questions to focus your reflections:*

|  |  |
| --- | --- |
| In general, how successful was the lesson? Did the students achieve the learning targets? How do you know, and what will you do for those students who did not? |  |
| In addition to the student work witnessed by the observer, what other student work samples, evidence or artifacts assisted you in making your determination for question one? |  |
| To what extent did classroom procedures, student conduct, and physical space contribute to or hinder student learning? |  |
| Did you depart from your plan? If so, how and why? |  |
| If you had an opportunity to teach this lesson again to the same group of students, what would you do differently, and why? |  |
| What do you see as the next step(s) in your professional growth for addressing the needs you have identified through personal reflection? |  |

*Evaluator’s Formative Observation Rating:*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Measure 2: Classroom Environment** | **Rating:** | | | | **Measure 3: Instruction** | **Rating:** | | | |
| A: Creating an Environment of Respect and Rapport | **I** | **D** | **A** | **E** | A: Communicating with Students | **I** | **D** | **A** | **E** |
| B: Establishing a Culture for Learning | **I** | **D** | **A** | **E** | B: Using Questioning and Discussion Techniques | **I** | **D** | **A** | **E** |
| C: Managing Classroom Procedures | **I** | **D** | **A** | **E** | C: Engaging Students in Learning | **I** | **D** | **A** | **E** |
| D: Managing Student Behavior | **I** | **D** | **A** | **E** | D: Using Assessment in Instruction | **I** | **D** | **A** | **E** |
| E: Organizing Physical Space | **I** | **D** | **A** | **E** | E: Demonstrating Flexibility | **I** | **D** | **A** | **E** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Teacher’s Signature\* |  | Date |  | Evaluator’s Signature |  | Date |
|  | | | | | | |

\*Denotes sharing of results, not necessarily agreement with the formative rating. Evidence/indicators gathered for each component should also be shared with the teacher.