



Instructional Leader Observation

Use this form to support focused classroom observation. The instructional leader should meet with the teacher prior to observation to fill out the pre-observation questions. After observation, use this worksheet to guide a follow-up conversation for setting new goals and implementing effective classroom practices. The included self-evaluation chart may help teachers think about their goals in relationship to wider departmental and curricular goals.

Pre-Observation Questions

Teacher: _____ Class: _____ Date: _____

1. What learning and teaching activities will be observed?
2. What do you want students to take away from the lesson?

For subject area?

As writers?
3. Is there anything in particular that you want to focus on during observation?
4. How will you know if students have learned during this lesson?
5. Do students have any particular needs or characteristics that the observer should know about?
6. What other concerns or questions do you want to discuss with the observer?

TEACHER SELF EVALUATION WORKSHEET

Teacher: _____ Class: _____ Date: _____

	School-wide Writing Goals	Departmental Goals
What are your individual goals in relation to the larger goals?		
What progress are you making toward those goals?		
What resources might help you make progress toward your goals?		
What strengths might you be able to share with the department and fellow teachers?		
What goals would you like to set for next year?		