

# SUMTER COUNTY SCHOOLS

PS-011  
Rev. 5/14

## Pre-Observation Conference Form

Name <i>(Last)</i> _____ <i>(First)</i> _____ <i>(Middle)</i> _____	Name of Evaluator _____
School _____	Position of Evaluator: Principal _____ Asst. Principal _____ Other _____ Specify _____

Date/Time of Pre-conference: \_\_\_\_\_ Date/Time of Observation: \_\_\_\_\_  
Primary Assignment: \_\_\_\_\_ Grade Level(s): \_\_\_\_\_  
Certification Area (s): \_\_\_\_\_ In-Field: \_\_\_\_\_ Out-Of-Field: \_\_\_\_\_

### Answer the following questions:

1. What concepts do you want students to learn from this lesson? (Be sure to reference curriculum standards.)
2. How might you integrate other disciplines in order to deepen students' understanding of the content?
3. How will you ensure that students are meaningfully engaged throughout the lesson? Provide any supporting materials the students will be using.
4. What factors do you consider when determining how to group your students?
5. How can you ensure that your instructional techniques and assessment methodologies are suitable for the range of individual student abilities in your class?
6. Describe a few questions related to the content you will teach for which there are no single or simple answers.
7. What assessment techniques (both formal and informal) will you use to monitor student progress in learning?  
How can you involve all students in this process?
8. Is there anything that you would like me to specifically observe during the lesson?