

Suggested Guidelines for Post-Observation Conversation

Observer' Role	Sample Questions/Statements
Setting the climate	<ol style="list-style-type: none"> 1. Welcoming comments. Example: I am looking forward to working with you on improving student learning 2. We are here for a give and take discussion about what happened during my classroom visit on _____ 3. "Based on our discussion and my observation notes, I will be giving a rating on the observation by the end of our meeting." 4. Here is what I (evaluator) thought went well? 5. What do you think went well in the lesson? 6. Was there anything that happened before I arrived or after I left that is important to consider for our conversation.
Strengthening Practice	<ol style="list-style-type: none"> 1. What was the lesson objective? 2. How successful were you in achieving the objective? (data) 3. How do you think the lesson could have been improved? 4. What student actions/data lead you to that insight (#3 above)? 5. Evaluator provides his or her thoughts on prompts 2-4 above
Action steps	<ol style="list-style-type: none"> 1. What are one or two areas we can focus on right now to improve future lessons? 2. What actions can you take? 3. What supports can we provide? 4. If you feel you need additional support prior to your next observation, please contact me directly 5. Future observations will focus on the areas we discussed today.
Observational rating	Based on this conversation and my observational data, the rating for this lesson is _____.