

**Tenured and Non-Tenured
Pre-Observation Plan
Formal Observation**

Directions: This information should be completed and provided to the administrator at the time of the pre-conference or prior to the observation.

Teacher: _____ School: _____

Observation Date: _____ Time: _____

Subject: _____ Grade: _____

Pre-Conference: _____ Post-Conference: _____

Administrator: _____

1. Purpose of the lesson:

 2. Big Idea/Major Concept:

 3. Student Expectations (What students will know/understand and be able to do as a result of this lesson):

 4. Planned instructional strategies to facilitate student learning:

 5. Assessment (Methods used to monitor student learning in today's lesson – What students will be able to do because of what they know):

 6. Indicate the focus area of the CCT/CCL for this observation: (Year 2 BEST only for Teachers involved in BEST Program)
- _____ Planning _____ Instructing _____ Assessing and
Adjusting
7. Is there anything the administrator needs to know about the students, the room, recent events, etc.?