Post-Observation Conference Worksheet for Principals

Educator Name: Mr. Carr Observation Date: 2/4/15

Agenda Overview	Preparation for Conference	Notes from Conference
Praise *Deliver specific praise and reference an area in which the teacher demonstrated growth in use of the science practices.*	Students were really engaged during demonstrations. I saw the students watching the demonstrations carefully and asking questions when prompted.	Mr. Carr saw student engagement as well. Was very positive about doing more experiments in class.
Focal Science Practices *Identify the science practices observed and the practice on which to focus for this conference.*	Planning and carrying out investigations (dancing rice, ruler). * Focus on this. Asking questions	Mr. Carr identified same practices.
Probing Questions *Ask a probing question that gets to your "key lever" around the focal science practice.*	Did the demonstration really help students understand what a vibration is? Could students take a more active role? Would this help them better understand what vibrations are and how they are related to sound?	Mr. Carr stated that he believed a more active role would help students understand what vibrations are because they could feel them and hear the sounds at the same time.
Key Levers *Deliver the piece of feedback that will most dramatically improve the teacher's performance around the focal science practice.*	Students need a more active role. This could help them better understand the science concept.	Mr. Carr was nervous about how students would handle a more active role. I suggested structure similar to book groups. He agreed this might be helpful.
Develop Plan *Identify the resources that will improve the focal science practice. Discuss when to observe again and what to look for.*	Need to revisit to see this science practice. Provide website so Mr. Carr can see students taking on a more active role.	Provided website to support Mr. Carr in giving students a more active role. Observe again in 2 weeks.