

Post-Observation Conference Worksheet for Principals

Educator Name:

Observation Date:

| Agenda Overview | Preparation for Conference | Notes from Conference |
|--|----------------------------|-----------------------|
| <p>Praise <i>Deliver specific praise and reference an area in which the teacher demonstrated growth in use of the science practices.</i></p> | | |
| <p>Focal Science Practices <i>Identify the science practices observed and the practice on which to focus for this conference.</i></p> | | |
| <p>Probing Questions <i>Ask a probing question that gets to your "key lever" around the focal science practice.</i></p> | | |
| <p>Key Levers <i>Deliver the piece of feedback that will most dramatically improve the teacher's performance around the focal science practice.</i></p> | | |
| <p>Develop Plan <i>Identify the resources that will improve the focal science practice. Discuss when to observe again and what to look for.</i></p> | | |