

DISTRICT 742 COMMUNITY SCHOOLS  
PRE-CONFERENCE / OBSERVATION / POST-CONFERENCE  
Probationary and Tenured Staff  
School Year: 2006-07

This is the formal observation report form for the administrative evaluation component of Q-Comp (administrator keep at site), required observation and evaluation of probationary teachers (turn forms in to HR by November 3, January 5, and March 23), and the observation/evaluation of tenured teachers in SPRE year 5 (turn forms in to HR by January 5).

<b>Staff Member:</b>	<b>Administrator:</b>
Probationary: yr. 1 <input type="checkbox"/> * yr. 2 <input type="checkbox"/> * yr. 3 <input type="checkbox"/> *	Tenured: yr. 1 <input type="checkbox"/> yr. 2 <input type="checkbox"/> yr. 3 <input type="checkbox"/> yr. 4 <input type="checkbox"/> yr. 5 <input type="checkbox"/> *
<b>Grade/subject/area to be observed:</b>	
<b>Building:</b>	<b>Date/Time:</b>

\* Administrator: Turn in to Lisa in HR by November 3 (probationary observation 1), January 5 (probationary observation 2, tenured SPRE Year 5), and March 23 (probationary observation 3). Final determination is recorded on PR-4 and turned in by April 20.

**Pre-Conference Summary (to be completed by the administrator and/or teacher during the pre-conference)**

*Use and discuss the pre-conference material completed by the teacher. Summarize this pre-conference conversation here.*

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**Observation data (to be completed by the administrator)**

*Record evidence observed (what was seen/heard, strategy used, time on task, etc.) from any or all of the four domains.*

I. Instructional Planning & Preparation:	
II. Classroom Environment:	
III. Instructional Interaction:	
IV. Professional Responsibilities:	

**Post Observation Reflection (completed by the administrator and/or teacher)**

*Using the Reflection Questions sheet, discuss, reflect, and summarize the post-observation conference here.*

Teacher's reflective thoughts:	
Administrator's comments: (Optional)	
Follow-up suggestions: (Optional)	

**SIGNATURES**

<b>Signature of Staff Member:</b>	<b>Date:</b>
<b>Signature of Administrator:</b>	<b>Date:</b>

*(Signature indicates that this material has been reviewed and discussed by administrator and staff member)*

For Q-Comp Administrative Evaluations: \_\_\_ Met expectations      \_\_\_ Did not meet expectations