

Coordinator Pre-Observation Form SY15-16

Each coordinator is observed formally twice a year, once each semester. One of the observations **must** be observing the coordinator providing professional development to teachers. The other observation can also be observing the coordinator providing professional development **OR** it can be an activity related to another aspect of the coordinator's leadership practice. The coordinator and Director of Curriculum and Instruction determine the focus of the second observation and identify the **two practices** to be observed.

The coordinator completes this form and submits it prior to the pre-observation conference.

1. What is the context of the activity/event being observed?

2. What is the goal of the activity/event being observed?

3. What are the anticipated outcomes of the activity/event being observed?

4. How will the activity/event demonstrate coordinator leadership practice?

5. Is there anything you would like me to specifically look for?