

Instructional Feedback Observation Running Record Tool

This tool can be used by the evaluator to take notes during an observation of a principal or assistant principal providing instructional feedback to a teacher during his or her teacher post-observation conference. It is can also be used to code the notes after the observation. Notes are coded for specific behavioral indicators detailed in the Instructional Feedback Observation Performance Level Rubric (see appendices).

Remember: The evaluator is like a fly on the wall, being as unobtrusive and unnoticeable as possible. He or she should not become involved or participate in the session, and should refrain from making any verbal or facial expressions that could be interpreted by the principal, assistant principal or teacher.

Principal says or does.....	Teacher says or does.....	Coding