

## Instructional Feedback Pre-Observation Checklist SY15-16

The principal or assistant principal who is being observed notifies their evaluator that the following documents are ready for review. If the evaluator cannot access the forms in Talent Ed, the principal or assistant principal can save the documents in .pdf format and email them to the evaluator. The evaluator<sup>1</sup> reviews the documents before he or she observes the principal or assistant principal providing instructional feedback during a teacher’s post-observation conference.

- \_\_\_\_\_ 1. A copy of the signed teacher observation consent form, which will allow the evaluator to observe the teacher post-observation feedback session that the principal or assistant principal will be conducting.
- \_\_\_\_\_ 2. A copy of the following completed teacher observation forms for the teacher that the principal or assistant principal will be providing instructional feedback to during the teacher’s post observation conference that the evaluator will be observing:
- Teacher Pre-observation Form SY 15-16 completed and submitted by the teacher before the classroom lesson was observed
  - Observation notes taken by the principal or assistant principal during the teacher classroom observation
  - Teacher Observation Danielson Framework for Teaching SY 15-16 form, which was used to score the teacher classroom observation. (This form should have been saved in TalentEd using the Save Progress button, not the Save & Submit button)
  - Teacher Post-observation Reflection Form SY 15-16 completed and submitted by the teacher before the classroom lesson was observed

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<sup>1</sup> In the U.S. Virgin Islands, district superintendents evaluate principals assigned to schools in their districts, whereas school principals evaluate the assistant principals assigned to their schools. Throughout the document evaluator refers to either the superintendent evaluating a principal or the principal evaluating an assistant principal.