

FIGURE 3–13 *Template for Observation and Conferencing*

OBSERVATION GUIDE/CONFERENCING NOTES

Teacher: _____ Grade: _____ Date: _____

Lesson/Activity Observed: _____

Observation Focus: _____

Data About Observation Focus

Conference Details

1. Coach shares data with teacher and supports teacher reflection about the data by asking open-ended questions such as:
 - a. How are these data similar to or different from what you expected?
 - b. What factors may have influenced the observed data?

Or

2. Coach asks teacher to share their thoughts about the observation focus and then shares the data—showing how the data confirm or are different from teacher’s observations. Coach supports teacher reflection about the data.

Next Steps for the Students

Next Steps for the Teacher and Coach