**Plan I --- Individual Development Plan**

**Pre-Observation Conference Form**

*(Completed by the teacher and discussed with the administrator at the Pre-Observation Conference)*

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| Teacher:       | Subject:       |
| Grade Level:       | Period/Time and Date of Lesson:       |
| Administrator:       |

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| 1. Identify the general characteristics of the class. (Standard I: Classroom Environment)

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| 1. List the objectives for the lesson(s). (Standard II: Preparation and Planning)

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| 1. Briefly describe the content and methods of the lesson(s) progress toward achieving the objectives. (Standard III: Instruction)

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| 1. State how you will measure the students’ progress toward achieving the objectives. (Standard IV: Assessment)

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| 1. Briefly describe your communication and record keeping for the class. (Standard V: Communication and Professional Responsibilities)

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| 1. Please check the areas below in which you would like specific feedback from the administrator:

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|  [ ]  I. Classroom Environment [ ]  II. Preparation and Planning [ ]  III. Instruction |  [ ]  IV. Assessment [ ]  V. Communication and  Professional Responsibilities [ ]  VI. Other |

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