**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) |
| 1. List the objectives for the lesson(s). (Standard II: Preparation and Planning) |
| 1. Briefly describe the content and methods of the lesson(s) progress toward achieving the objectives. (Standard III: Instruction) |
| 1. State how you will measure the students’ progress toward achieving the objectives. (Standard IV: Assessment) |
| 1. Briefly describe your communication and record keeping for the class. (Standard V: Communication and Professional Responsibilities) |
| 1. Please check the areas below in which you would like specific feedback from the administrator:  |  |  | | --- | --- | | I. Classroom Environment  II. Preparation and Planning  III. Instruction | IV. Assessment  V. Communication and  Professional Responsibilities  VI. Other | |