

Non-Classroom Professional Planning Conference Structured Interview Form

Name of Teacher: _____ Name of Observer: _____

Planning Conference Date: _____ Observation Date: _____ Reflection Conference Date: _____

Instructions: Please be prepared to discuss the following questions in preparation for the lesson and/or meeting.

Demographics		
Briefly describe the stakeholders that you work with (e.g. number of students, teachers, parents, special needs, etc.)		
Answer:		
Routine Events		
1. What are you doing to help establish and communicate learning goals, track progress and celebrate success?		
Answer:		
Content		
Please consider the following questions as appropriate for the lesson/meeting.		
2. What do you do to help stakeholders effectively interact with new knowledge?	3. What do you do to help stakeholders practice and deepen their understanding of new knowledge?	4. What do you do to help stakeholders generate and test hypothesis about new knowledge?
Answer:		
Enacted on the Spot		
5. What do you do to engage stakeholders?		
Answer:		

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6. What do you do to recognize and acknowledge adherence or lack of adherence to rules and procedures?

Answer:

7. What do you do to establish and maintain effective relationships with stakeholders?

Answer:

8. What do you do to communicate high expectations for all stakeholders?

Answer:

9. How is what we discussed part of a cohesive structure of your work?

Answer:

10. What artifacts (e.g. agendas, action plans, student work, scoring guides, and/or rubrics) will you bring to the conference to support the elements?

Answer: