

Anoka-Hennepin District #11 Performance Appraisal System
B. Pre-Observation Planning Sheet – Observation 1

This form is to be filled out by the licensed staff and submitted to the evaluator prior to the pre-observation conference.

Licensed Staff: _____ **Evaluator:** _____
Employee #: _____ **School Year:** _____
Building: _____
Current position: _____ **Date & Time** _____

1. Briefly provide **context for this lesson/meeting/session** to help the observer understand what is occurring (who are your “students”, what has happened leading up to this point, etc.).

2. What is the **goal/learning target** during this observation?

3. Describe the Activities/Strategies that you will be using to demonstrate proficiency in each of the following Components:

Component:	Evidence that demonstrates the component:
3A. Communicating Clearly and Accurately	
3B. Using Questioning and Discussion Techniques	
3C. Engaging Students in Learning	
3D. Using Feedback and Assessment	
3E. Demonstrating Flexibility and Responsiveness	