

Post-Observation Conference Guide

Teacher _____ Evaluator _____ County: _____

The post conference should be scheduled within 24 to 48 hours, or as soon as possible, after the observation. The teacher coordinates who attends and location of the conference. The evaluator should bring all notes of the observation and the preliminary rated PKKTPAI copy with evaluator comments. Before the ratings are finalized and the document is signed, the PKKTPAI will be reviewed and the teacher will have an opportunity to make comments. In addition, this is the time the teacher should clarify possible misinterpretations from the observation.

Here are some suggested questions that may be helpful for the discussion during the Post-Observation Conference:

1. Was there additional information that the evaluator could have gathered that would have helped clarify the observation?
2. Were there any changes in the planned schedule for the observation? Please explain.
3. Did anything happen during the observation that was out of the ordinary? How did it change things? Please elaborate.
4. If you had the opportunity to change any part of your observation what might you do differently? Why?
5. What have you learned during this evaluation that will guide you in the future? Be specific.