

Post-Observation Conference Report

Criteria for Success

	General Criteria	Detailed Criteria
1	The report includes a context paragraph: <ul style="list-style-type: none"> • Content of class • Information about students 	School name, date, and start and end time of the observation Conference date Information about the teacher Information about the students The course or unit of study Special factors that influenced the lesson Observation announced/ unannounced
2	The report states the communicated objectives , describes the level of thinking behind the objective, and explains what objective was actually met.	Was the lesson planned for mastery or not? What was the objective? Communicated? What activities did the teacher do to lead students to mastery of the objective? What are the data on student mastery or progress toward mastery of the objective?
3	The report presents clearly stated claims that are appropriate, significant and represent several areas of performance using the language of the standards where appropriate.	Significant for student learning Appropriate for the setting and professional growth Correct use of terminology Addresses instruction and motivation Addresses management [only if warranted]
	The report provides sufficient and matched evidence to support the claims, including quotes and paraphrasing.	Evidence matches and supports the claim Sufficient evidence to illustrate the pattern Use of quotes from the literal notes
	Impact is present in the report as necessary and explains the significance of evidence in terms of student outcomes or successful teaching.	Explains why the claim was significant for student learning Is specific not global Has a cause – effect relationship with the claim and the evidence
4	The report includes judgments that are reasonable, i.e. without hyperbole or undershooting appropriately related to supporting evidence, and are threaded throughout the report.	Supported by the evidence. Extremes are avoided.
	Where appropriate, the report offers suggestions that are constructive, specific, and linked to evidence.	Suggestions are based on data cited in the report. Suggestions are specific and support professional growth.
	The report integrates the teacher's and the observer's comments from the post-observation conference.	Teacher comments are cited. Observer comments are cited. The comments are related to the observed lesson.
5	The report shows evidence of analysis , reflection and goal setting with the teacher.	The comments provide evidence of reflecting on data for patterns and implications. A professional goal was set based on the observation and/or conference data. Professional goal is bolded.
	The report provides summary information that is clear, concise, and does not introduce new ideas.	The claims are repeated. The teacher goal is repeated. No new information is present.