**Post-Conference Guide and Meeting Notes**

(Not to be submitted by teacher. This form is used by the teacher in preparation for the Post-Conference and the evaluator to use to keep meeting notes during the Post-Conference.)

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Observation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* As you reflect on the lesson, were the students cognitively engaged in the work? How do you know?
* How did you ensure that all students, including students who are culturally and linguistically diverse, have special needs, have low SES or are ELL, are identified in lower achievement groups or are exceptional, were engaged in the lesson?
* Did the students learn what you expected them to learn? How do you know? If you do not know at this point, when will you know, and what will be evidence of their learning?
* How did the instructional strategies you chose support student learning? How do you know?
* What have you done to promote a culture for learning in your classroom?
* Did you alter your lesson plan or adjust your outcomes as you taught the lesson? If so, how, and for what reason?
* If you taught this lesson again to the same group of students, would you do anything differently?

Discussion

• What strategies might help the educator achieve his/her goals?

• What strengths were observed in the lesson that presents opportunities for additional growth?

• What resources or supports would help students achieve or support the teacher’s work?