

Planning and Reflecting Form (To be Completed by the Employee)

Employee: _____

Date: _____

Domain #1 - Planning (To be completed by the staff member prior to the observation)

1a. What is the specific content to be taught in the lesson?

1b. How will you differentiate the lesson for groups or individual students?

1c. What do you want students to learn during this lesson?

1d. What resources will you use to teach this lesson?

1e. Briefly list the steps of this lesson?

1f. How will you know if the lesson was successful?

Planning and Reflecting Form
(To be Completed by the Employee)

Domain #4 - Reflecting (To be completed by the staff member following the observation)

4a. Why did you design the lesson the way you did - would you change anything?

4b. How did you track student learning throughout and after the lesson?

4c. Was there anything that you know about the families of your students that impacted your planning?

4d. Did you collaborate with colleagues in planning or teaching this lesson?

4e. Did any recent professional learning impact your planning or teaching of this lesson?

4f. Did you have to advocate for any specific services for students or equipment to teach this lesson?