

NC DHHS Teacher Evaluation Process Pre-Observation Form

The first observation for any teacher and all observations of Initially Licensed Teachers (ILTs) must include all three parts of the observation process: pre-observation conference, observation, and post-observation conference. A post-observation conference is mandatory for all teachers including peer observations. This form should be completed by the teacher and shared with the observer during the Pre-Observation Conference.

Teacher: _____ Date and Time: _____

Date and Time of Scheduled Observation: _____

Number of Learners who will be present: _____

Are there any special circumstances that the observer should know or anything to which they should pay special attention?

Explain the learning activity(ies) that will be observed.

What learning goals will be addressed?

What instructional methodologies will the teacher be using?

How will learners be assessed?

Teacher Signature and Date: _____

Administrator Signature and Date: _____

Mentor Signature and Date (if applicable): _____

*This document must be signed by all applicable parties as part of the required process for the **first** observation of all teachers and for **all** observations for ILTs.*