

In Class/Meeting Observation Form

Teacher Name(s): _____ Coach Name: _____ Date: _____

Planning and Conducting the In Classroom/Meeting Observation

Select data collection source and modeling approach.

List data collection method:

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-
-

List ways to model for the teacher or team:

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-
-
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Collect data.

Teacher/team practice What did the teacher or team do?	Impact How did that affect student learning/school implementation?	Translation of data into performance feedback Should I translate this information into performance feedback for the teacher? Yes/No	Time stamp

Adapted by *Coaching for Systems and Teacher Change* by Jennifer D. Pierce and Kimberly St. Martin.

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Construct high-quality performance feedback from data. <ul style="list-style-type: none">• Ratio of positive to corrective feedback is 4:1.• Positive and corrective statements are specific and include a rationale.• Feedback is provided in a timely fashion (e.g., within 24 hours of conducting the observation)
Performance feedback statement 1 (includes rationale)
Performance feedback statement 2 (includes rationale)
Performance feedback statement 3 (includes rationale)
Performance feedback statement 4 (includes rationale)
Performance feedback statement 5 (includes rationale)
Optional: Create simple visuals (e.g., graphs, charts) to support verbal feedback.