Post-Conference Template Released June 2024

| **Name:                                                         Subject:                                               Date:** | |
| --- | --- |
| **CONFERENCE INTRODUCTION/GREETING** | |
| * Greeting/set the tone. * Establish the length of the conference. * Review the process. * Purpose is to reflect on the lesson observed and to focus on instructional best practices and student learning. We will reflect on a strength of the lesson observed (area of reinforcement). We will then identify an area of refinement to strengthen, an area that has the potential to significantly impact student learning. * Ask a general question. (e.g., “Based on your student work analysis, how do you think the lesson went?”) * Analyze student work samples with the teacher to identify strengths. | |
| **REINFORCEMENT PLAN:**  **Objective: *(TALL: Timeline, Action, Label the Indicator, Language from the Descriptor of focus)***  *By the end of the conference, the teacher will <insert “reflect on” or “explain” action verb> <insert indicator label and specific language from the descriptor of focus>.* | |
| **Questions for Teacher Reflection:**  *(Broad to Narrow: Why? How in this lesson?; Use language from the descriptor and indicator)*   1. Why is it important to… 2. How, in this lesson,… | **Evidence from Lesson that indicates support of student learning** *(at least 3 examples; can refer to specific work samples as well):*  **Student Evidence:**  **Teacher Evidence:** |
| **Transition to Refinement Question:** (e.g.,*“Based on your analysis of student work, if you could change one aspect of this lesson, what would it be and why?”)* | |
| **REFINEMENT PLAN:**  **Objective: *(TALL: Timeline, Action, Label the Indicator, Language from the Descriptor of focus)***  *By the next observation, the teacher will <insert action verb such as “develop and implement a plan” or “communicate”> <insert indicator label and specific language from the descriptor of focus>.* | |
| **Questions for Teacher Reflection:**  *(Broad to Narrow: Why? How in this lesson?; Use language from the descriptor and indicator)*   1. Why is it important… 2. How, in this lesson,… | **Evidence from lesson that indicates support of student learning** *(at least 3 examples; can refer to specific work samples as well):*  **Student Evidence:**  **Teacher Evidence:** |
| **Recommended Action**: *(Suggest a clear and relevant way to improve in the refinement area that can be applied to essentially any lesson.):* In the next lesson, consider…….  **Guided Practice**: Think about an upcoming lesson. Describe how this recommended action might apply? | |
| **CLOSING** | |
| * Restate area of refinement and reinforcement * *What’s one positive you’ll walk away with today?* * Share ratings * Sign documentation * Closing statement | |