

*To guide and document the post-observation conference between coach and teaching team.*

Focus of Observation ( *ex;*, *TSR*, *CLASS*, *Other Observation*):

<b>Teachers' Reflections</b> <i>Teachers share their reflections related to the observation/focus.</i>	<i>Attach "Teacher Reflection" form (completed in advance)</i>
<b>Checking Back In</b> <i>As appropriate: coach and teachers revisit previous coaching cycle, confirm progress on next steps, etc.</i>	
<b>Coach's Observations / Discussion</b> <i>Prior to conference, coach analyzes data from classroom observation, noting specific evidence related to the focus to share with teachers.</i> <ul style="list-style-type: none"> <li>- <i>Evidence should be objective, descriptive, specific, and include verbatim quotes when possible.</i></li> <li>- <i>Coach engages teachers in responding to and discussing evidence from observation.</i></li> </ul>	
<b>Next Steps for Teaching &amp; Coaching</b> <i>Coach and teachers agree on and list <u>specific</u> next steps, e.g.:</i> <ul style="list-style-type: none"> <li>- <i>Strategies that teachers will try</i></li> <li>- <i>Timelines for follow up</i></li> <li>- <i>Focus for next coaching session or other follow-up</i></li> </ul>	
<b>Coach's Reflections</b> <i>To note after the conference, e.g.:</i> <ul style="list-style-type: none"> <li>- <i>What did I learn?</i></li> </ul>	

**Initial when conference complete:** *Coach:* \_\_\_\_\_ *Teacher(s):* \_\_\_\_\_