



Diocese of Steubenville

Form H-4

Educator Formal Observation Form – Pre-Observation & Observation Templates

This form is to be used by Principals & educators for all FORMAL observations, for the purpose of providing meaningful feedback through pre-observation and observation notes. "The Principal shall observe and evaluate teachers according to procedures established by the Diocesan Office of Christian Formation and Schools." Diocese of Steubenville Policy Handbook for Catholic Schools, Ch. III. 15.

Name of Educator:	ODE Educator I.D. #:
Name of Observer:	Date of Observation:
Name of School:	Academic Year:
School address (city/town only):	
Pre-Observation Notes TEMPLATE	
Directions: To set and communicate common observation expectations around planning, strategies, student feedback and outcomes, the educator shall complete the following Pre-Observation template for the Observer, prior to the educator's formal observation.	
<i>Unit of Study (From the Atlas Curriculum Map):</i>	
<i>General description of lesson:</i>	
<i>What content standards am I addressing in this lesson?</i>	



Diocese of Steubenville

Form H-4

Educator Formal Observation Form – Pre-Observation & Observation Templates

Pre-Observation Notes TEMPLATE (Continued)

How is Faith Integration being achieved in this lesson (i.e., identify the Catholic Curriculum Standards addressed or Transcendental Taxonomy questions to be used)?

What instructional practices am I going to use?

How will I address the diversity of student learning and development in my instruction?

How will I check for understanding (i.e., what type and frequency of feedback will be given to students) during the instructional time?

How do I plan to assess my students learning in this lesson? (Note: Formative and Summative assessments should not be given during the Formal Observation).

What should all my students know or be able to do at the end of the lesson?



Diocese of Steubenville

Form H-4

Educator Formal Observation Form – Pre-Observation & Observation Templates

Observation Notes TEMPLATE

Directions: Principals shall use the space provided below (and additional sheets if necessary) to record objective observations and meaningful feedback, referencing the Pre-Observation Template data provided by the educator. Following the actual observation, Principals shall schedule a Post-Observation conference with the educator, ideally within two days of the formal observation, to discuss the observation notes.

Principal's Notes:

Educator's Signature: _____ **Date of Post-Observation Conference:** _____

Principal's Signature: _____

