

MASTER TEACHER/COACH LOG

Master Teacher/Coach Name & District:

SCHOOL: TEACHER:
PLANNING CONFERENCE NOTE AREA OF FOCUS THAT HAS BEEN DECIDED UPON WITH THE CLASSROOM TEACHER Date: _____ Time: _____
CLASSROOM VISIT NOTE WHAT YOU HEAR AND SEE IN THE CLASSROOM, BOTH CHILDREN'S LEARNING AND THE TEACHING PRACTICES SUPPORTING THE LEARNING, RELATED TO THE AREA OF FOCUS; STRENGTHS AND AREAS FOR PROFESSIONAL GROWTH; SET UP TIME FOR DISCUSSION OF OBSERVATION Date: _____ Time: _____ Children's Learning & Teaching Practices: Your Comments (Strengths & Areas for Professional Growth):
POST-VISIT CONFERENCE PREPARE BY REFLECTING ON THE VISIT/OBSERVATION; BEGIN POST-CONFERENCE BY ASKING THE TEACHER FOR HIS/HER REFLECTIONS; BUILD A DISCUSSION BASED ON THE TEACHER'S SELF-REFLECTION, FILLING IN THE GAPS WITH QUESTIONS BASED ON YOUR OBSERVATIONS AND REFLECTIONS; GIVE CONSTRUCTIVE FEEDBACK THAT WILL HELP THE TEACHER TO REFLECT MORE DEEPLY AND MAKE A PLAN TO EXPERIMENT AND IMPLEMENT SOME KIND OF CHANGE; WORK WITH THE TEACHER TO DECIDE JOINTLY WHAT HE/SHE WILL DO NEXT; DECIDE JOINTLY WHAT ASPECT THE TEACHER WOULD LIKE YOU TO FOCUS ON DURING THE NEXT CLASSROOM VISIT/OBSERVATION Date: _____ Time: _____ Teacher's Self-Reflection:

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Your Questions/Feedback:

The Teacher's Plan to Implement Change:

Jointly Agreed Upon Focus for Next Visit/Observation:

OTHER FOLLOW-THROUGH SUPPORT

BASED ON TEACHER NEEDS, IDEAS GENERATED DURING DISCUSSION

Date:

Time:

Methods: Teacher Observation, Demonstration or Collaborative Lesson, Educational Discussion, other; *Areas of Focus* (specify components): Curriculum, Environment, LAL, Math, DLLs, Inclusion, other; *Other Support:* Workshops, Meetings, Lesson Planning, Study/Discussion Groups, other