

Moore Middle School

Instructional Conference (August –September 2017)

Prior to a conference with an administrator each teacher is asked to fill out this form and be ready to talk about the responses (and other questions that might be department specific) and when needed, to have material to demonstrate how things are being implemented

Name of teacher _____

Appraisal Level _____

Domain 1 – Planning and Preparation:

- Based on how your students performed last year, which students were struggling/failing and why? What *CITW2* strategies will you implement this year to improve student achievement?
- How do you find out about students in your classes who have disabilities? How do you plan to use that information to implement instruction and assessment? How do you plan to communicate with the IEP managers of your students? Do you have any questions about your role as a member of the IEP team?
- What writing/vocabulary strategies are you planning to implement that will focus on our school goal?
- How will you integrate the characteristics of an Innovator's Mindset into your classroom on a daily basis?

Domain 2 – The Classroom Environment:

- What have you done/or will you do at the beginning of the year to establish a positive environment?

- What is your plan to teach and reinforce desired behavioral expectations (PBIS) in the classroom?
- How will you ensure all students feel welcome in your classroom? What is one area you want to grow in your knowledge and cultural proficiency? (1) Race, ethnicity, national origin (2) Language (3) Gender (4) Social Class (5) Sexual Orientation (6) Faith (7) Ableness?
- How can you help students increase their engagement in school and in the learning process? How can help them become problem finders and problem solvers?

Domain 3 – Instruction

- With the one-to-one technology initiative, how will you incorporate technology into your instruction this year?
- Now that component one of *Classroom Instruction that Works, 2nd Edition* has been introduced, how will you implement the strategies from component one on a daily basis? (1) Setting Objectives (2) Providing Feedback (3) Reinforcing Effort (4) Providing Recognition (5) Cooperative Learning
- What are some specific ways you've checked for understanding to see if students were reaching the learning objective?
- What does engagement look like in your classroom? How do you plan to utilize the flex spaces and the library?

Domain 4 – Professional Responsibilities:

- How will engage parents to help students be more successful. How might you use your website (LMS Synergy Page) to increase parent engagement and communication?
- How successful have you been in following your PLC's agreed upon norms and agenda?
- What is your role in hallway supervision?
- What effort will you make to record your daily attendance and post grades every quarter?

Appraisal Process and Goals:

- Do you have any questions about the appraisal process this year?
- As a part of the appraisal process you will need to set two goals each year. One goal will be based on a building/district goal and the other goal should be related to one of the four domains. The building/district goal should include a focus on **technology** as part of the goal or strategy. **Goals do NOT need to be completed and submitted on TalentEd prior to this meeting, but we will discuss them at the instructional conference.**
- Do you have anything else you would like to share or ask?

Date of conference

Administrator