

Moore Middle School

Instructional Conference (August –mid-September 2020)

Prior to your instructional conference with an administrator each teacher is asked to fill out this form and be ready to talk about the responses.

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 strategies will you implement this year to improve student achievement in writing and create an environment for learning?
- 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 lesson plan format or instructional design do you plan to utilize this school year? (reminder: LPS Instructional Design is provided for you!)
- How will you integrate the characteristics of an Innovator’s Mindset into your classroom on a daily basis? Are these the same characteristics you implemented last year?

Domain 2 – The Classroom Environment:

- What did you do at the beginning of the year to establish a positive learning environment for all students?

- How do you plan to implement circles (community and academic) to teach and reinforce desired behavioral expectations (MTSS-B)?
- 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?
- What skill(s) are you wanting to focus on this year to establish a strong, positive culture in and out your classroom? (reminder: *The Culture Code's* 3 skills are 1. build safety 2. share vulnerability 3. establish purpose)

Domain 3 – Instruction

- What instructional strategies would you like to focus on this year? (1) Setting Objectives (2) Providing Feedback (3) Reinforcing Effort (4) Providing Recognition (5) Cooperative Learning (6) MOTR (7) Questioning (8) Other
- What are some specific ways you've checked for understanding to see if students were reaching the learning objective?
- How do you plan to collaborate with staff members outside of your team (i.e. Sara Meier - Media Specialist) to improve your teaching practice/instruction?

Domain 4 – Professional Responsibilities:

- How might you use your website/LMS Synergy Page to increase parent engagement and communication? Is your website active right now?
- How will you “do your part” as a PLC/Team member?
- 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 **improving writing skills for all students by creating an environment for learning. 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 _____