

Assistant Principal Observation Planning Form SY15-16

During the Evaluation Planning Meeting at the beginning of the school year, the assistant principal and principal discuss the two assistant principal observations to be completed this school year. Each assistant principal is observed formally twice a year, once each semester. One of the observations **must** be observing the assistant principal providing instructional feedback to a teacher during the teacher's post-observation conference. The other observation can also be observing the assistant principal providing instructional feedback to a teacher during the teacher's post-observation conference.

HOWEVER, the other observation can also have a different focus based on the assistant principal's specific role and responsibilities in his or her school. The principal and assistant principal determine the focus of this observation and identify the possible practices to be observed.

The **principal** completes this form **DURING** the Evaluation Planning Meeting, indicating the focus of the second assistant principal observation.

1. Will the second observation also be observing the assistant principal providing instructional feedback to a teacher during the teacher's post-observation conference?

Yes

If the answer to question 1 is **YES**, stop here and submit the form. **YES means two Instructional Feedback Observations will be conducted and scored with the Instructional Feedback Observation Scoring Form.**

If the answer to question 1 is **NO**, answer questions 2 and 3 below. **NO means the 2nd observation will be a non-instructional observation and scored with the Non-Instructional Observation Scoring Form.**

2. What will be the focus of the second assistant principal observation? Where will the observation occur? What will the assistant principal be doing?

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3. What **two essential practices and indicators** of school leadership will be observed? (Refer to the *Five Essential Practices of School Leadership: A Framework for Supporting Assistant Principals* and write down the practices and indicators that you are expecting to observe during this observation).

