

## Coordinator Observation Planning Form SY15-16

During the Evaluation Planning Meeting, the coordinator and the Director of Curriculum and Instruction discuss the two observations to be completed this school year. Each coordinator is observed formally twice a year, once each semester. One of the observations **must** be observing the coordinator providing professional development to teachers.

The other observation can also be a professional development activity or may be an activity related to another aspect of the coordinator's leadership practice. The coordinator and his or her Director of Curriculum and Instruction determine the focus of the second observation and identify the **two practices** to be observed.

The **Director of Curriculum and Instruction** completes this form **during or soon after** the Evaluation Planning Meeting, indicating the focus of the second observation.

1. What will be the focus of the second coordinator observation? Where will the observation occur? What will the coordinator be doing?

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2. What **two** essential practices will be observed? (Refer to the *Five Essential Practices of Coordinators* and write down the practices and indicators that will be observed during this observation).

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