**Post-observation Conference & Targeted Feedback Tool**

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| **Conference Steps** | **Evidence of Demonstration/Completion** |
| 1. What is working? How do you know? Cite evidence of instructional decisions and student learning when applicable.
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| 1. Share and discuss the evidence collected in the most recent observation.
 | (use completed Classroom Observation Form) |
| 1. Identify any challenges or concerns. Is there a specific domain and/or component needing attention? Identify an *Area of Focus* for continued growth and *Targeted Feedback*.
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| 4. What can we do to support this growth? | Modeling | Observation of Teacher Leader | Analyzing Student Work |
| Communication with Families | Professional Development | Targeted Observations |
| Using Technology for Instruction | Reflection | Co-teaching Opportunity |
| 5. Mentee’s Next Steps: |  |
| 6. Mentor’s Next Steps: |  |
| 7. Set Next Observation Date: |  |
| 8. Set Next Conference Date: |  |
| What aspects of the work together provide the most support and impact on your practice? What would support you going forward? |

Adapted from: University of Washington Center for Educational Leadership, 2014, 2015 & New Teacher Center, 2013