



**Pre-Conference Form
for Teaching Assistants**

Name: _____

Date: _____

Subject: _____

Grade: _____

Complete the following sections and email to your administrator one day in advance of observation.

Targeted Area(s) for Focus	
Teaching Assistant's role in carrying out objectives	
Instructional Strategies and Materials/Resources to be Used	
Classroom Dynamics: 1. Student Population 2. Notable Behaviors 3. Differentiation of Instruction	
Other	