

**Raymond School District
Instructional Specialist Post Conference Form**

Name: _____
Time: _____
Activity: _____

Date: _____
Subject: _____
Observer: _____

What did you learn as an outcome of this observation? (Components 4a.)

What evidence can be cited to identify positive and negative characteristics of the observation? (Component 4a)

As a result of the observation what specific suggestions do you have for improving your program and the supports that it provides? (Component 4a)

Helpful Hints for Collecting and Compiling a “Manageable” Evidence Collection

When creating an evidence collection:

- It’s not just about what you did; it’s about what you learned
- It’s about working to “improve” rather than trying to “prove”
- Less is more – make a concise collection of carefully selected evidence
- Pick illustrative examples rather than including everything
- Avoid creating a “scrapbook” (a collection of personally meaningful mementos)
- Avoid creating a “steamer trunk” (a container stuffed with materials)
- Use technology – put the evidence on your computer, a CD or a USB memory stick; use a digital camera, capture pictures of students’ projects, students working, etc.