## **Assistant Principal Non-Instructional Observation Planning**

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 teachers. The other observation can also be of the assistant principal providing instructional feedback, **OR** itcan be non-instructional, of an activity related to another aspect of the assistant principal’s leadership practice. The assistant principal and the principal determine the focus of the second observation and identify the **essential practice(s)** to be observed.

**If the observation will be non-instructional, the assistant principal** **completes this form and submits it prior to the scheduled observation.**

1. What is the context of the activity/event being observed?

1. What is the goal of the activity/event being observed?
2. What are the anticipated outcomes of the activity/event being observed?
3. Which essential practice(s) and indicator will be demonstrated? (no more than 2)

Essential Practice:

Essential Practice Indicator:

1. How will the activity/event demonstrate this leadership practice?

1. Is there anything you would like me to specifically look for?