



Post Observation Script Planning Notes



Intern: _____	Formal Observation # _____
Steps	Post-Conference Script
Step 1: Opener (3-4 minutes) Purpose: Establish safety, partnership, and confidence. The Coach Will: • Build personal connect • Express appreciation • Invite reflection ("How do you think it went?") • Affirm and calibrate • Set a supportive tone Goal: Teacher candidate feels supported, not overwhelmed.	
Step 2: Agenda (1 minute) Purpose: Establish clarity and structure for the debrief. The Coach Will: • Outline flow and timing • Name focus areas • Confirm shared understanding Goal: Teacher candidate feels informed and prepared.	
Step 3: Reinforcement (Glow) (4-5 minutes) Purpose: Amplify effective practice so it's noticed, named, and repeatable. The Coach Will: • Ask: "What felt like the best part? What will you do again next year?" • Name the corresponding T-TESS dimension/domain and student impact. • Surface concise evidence (teacher language, student response, timestamp) Goal: Teacher candidate leaves with one clear strength and the evidence to support it.	
Step 4: Refinement (Grow) (4-5 minutes) Purpose: Surface one targeted area for improvement. The Coach Will: • Ask: "What felt most challenging or like it wasn't working?" • Validate perspective and add T-TESS-aligned evidence (language, response, timestamp) • Name student impact and co-create 1-2 next-step moves Goal: Teacher candidate leaves with one focused, actional change and clear rationale.	

Step 5: Criteria for Success (2-3 minutes) Purpose: Provide a clear, actionable roadmap for implementation of high leverage practice. The Coach Will: • Outline 3-5 clear, concise action steps • Name each stop explicitly • Add brief clarification or modeling if needed Goal: Candidate can implement immediately.	
Step 6: Model (5-8 minutes) Purpose: Make the Criteria for Success concrete and visible. The Coach Will: • Step into the teacher role and model the strategy • Use props or materials if helpful • Demonstrate clear teacher language aligned to the CFS Goal: Teacher candidate sees and hears clear implementation.	
Step 7: Practice (10-15 minutes) Purpose: Build confidence and fluency before classroom implementation. The Coach Will: • Normalize that practice may feel uncomfortable but is essential • Rehearse the strategy 1-3 times before classroom use • Pause between reps for quick reflection and refinement Goal: Teacher candidate can execute with confidence.	
Step 8: Next Steps and Closure (4-5 minutes) Purpose: Solidify accountability and ensure ongoing support. The Coach Will: • Recap key takeaways and confirm implementation before next observation • Clarify upcoming requirements (assessments, tasks, scheduling) • Invite questions and offer continued support Goal: Teacher candidate leaves clear on expectations and next steps.	