



HIGH PRAIRIE SCHOOL DIVISION No. 48

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April 5, 2007

PERSONAL AND CONFIDENTIAL

Ms. Amber Clark
Prairie River Junior High School
Box 940
High Prairie, Alberta
TOG 1 EO

Dear Ms. Clark:

As a result of my visits to your classroom to observe lessons this year and our discussion regarding your initial review, I wish to convey my observations and impressions in this report.

PLANNING AND PREPARATION

In our meeting you were able to show me evidence of daily planning. This is quite sketchy and needs more detail. You selected an outcome from the Program of Studies and communicated this orally to your students. The Anticipatory Set encouraged active participation, was congruent to the outcome of the lesson, and was checked by your observations. You were well prepared for the lessons I observed, and had all required resources available.

LESSON PRESENTATION

The lessons I observed were well paced and included a variety of activities to address the different learning styles and special needs you have in your classroom. You demonstrated a good knowledge of the content and made good use of time by pacing and sequencing the parts of the lesson. You maintained a good degree of student engagement throughout the lesson and transitions between the various activities were handled well by your students. You gave the students clear and concise directions at an appropriate level of understanding.

CLASSROOM MANAGEMENT

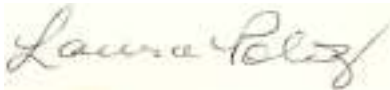
I found the students to be on-task, and respectful of established classroom routines most of the time. The outcomes were clear and the activities were suitable for the students in your classroom. The conditions for effective learning were maintained and you dealt with disruptions in a satisfactory manner.

EVALUATION OF STUDENTS

There was ample evidence in your mark book that you grade and monitor student progress on a regular basis. Accommodations have been made to assessment to meet the needs of student with differing learning styles or special needs. Multiple sources of assessment data to plan and modify instruction have been used. You used an effective Closure for students to summarize the material. We discussed the added value of checking for their understanding.

Amber, as we discussed following this lesson, I would like to reiterate that you are providing the students with a thorough program. You have made excellent progress in your teaching assignment this year, and you are a good addition to the Prairie River teaching staff. If you have any questions or concerns, I would be happy to discuss them with you, please contact me at 523-3337.

Yours truly,

A handwritten signature in cursive script, appearing to read "Laura Poloz", is written on a light yellow rectangular background.

Laura Poloz
Assistant
Superintendent

cc: E. Berard, Principal
K. Riegel, Superintendent of
Schools