

Tool 37

Interview/Observation Schedule Template (Elementary)

Observation Time	Interview Time	MONDAY			TUESDAY			WEDNESDAY						
		Team Member 1	Team Member 2	Team Member 3	Team Member 1	Team Member 2	Team Member 3	Team Member 1	Team Member 2	Team Member 3				
	8:00–8:45 A.M. Prep													
9:00–9:30					Example: Jill Smith, Rm. 1 Reading									
9:30–10:00														
	9:00–9:45													
10:00–10:30														
10:30–11:00		Example: Jill Smith, Rm. 1 Mathematics												
	10:00–10:45													
12:00–12:30														
12:30–1:00														

Observation Time	Interview Time	MONDAY			TUESDAY			WEDNESDAY			
		Team Member 1	Team Member 2	Team Member 3	Team Member 1	Team Member 2	Team Member 3	Team Member 1	Team Member 2	Team Member 3	
	12:00–12:45							Example: Jill Smith, Rm. 1			
1:00–1:30											
1:30–2:00											
	1:00–1:45										

(Continue schedule based on school schedule.)