# Domain 4

**Professional Responsibilities and Maintaining Records Form**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Click here to enter text.</th>
<th>Date of Observation:</th>
<th>Click here to enter a date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observer:</td>
<td>Click here to enter text.</td>
<td>Period/Time of Day</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Lesson Topic:</td>
<td>Click here to enter text.</td>
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<td></td>
</tr>
</tbody>
</table>

This must be handed to the observer within two school days of the lesson conducted.

**Domain 4: Professional Responsibilities:**

**THIS COMPONENT CORRESPONDS DIRECTLY WITH DOMAIN 4 A AND B**

Click here to enter text

**Maintaining Records:**

**HOW DO YOU MAINTAIN RECORD OF INFORMATION AND/OR DATA FOR BOTH INSTRUCTIONAL AND NON-INSTRUCTIONAL EVENTS?**

Click here to enter text

**Reflection of this lesson:** Use the question below to write your reflection narrative on the lesson that you observed. Be as thorough and detailed as possible:

**Reflection Questions**

- What went well?
- What would you have done differently? And why?
- How would the outcome of today’s lesson affect or inform how you would approach the following lesson?

Click here to enter text