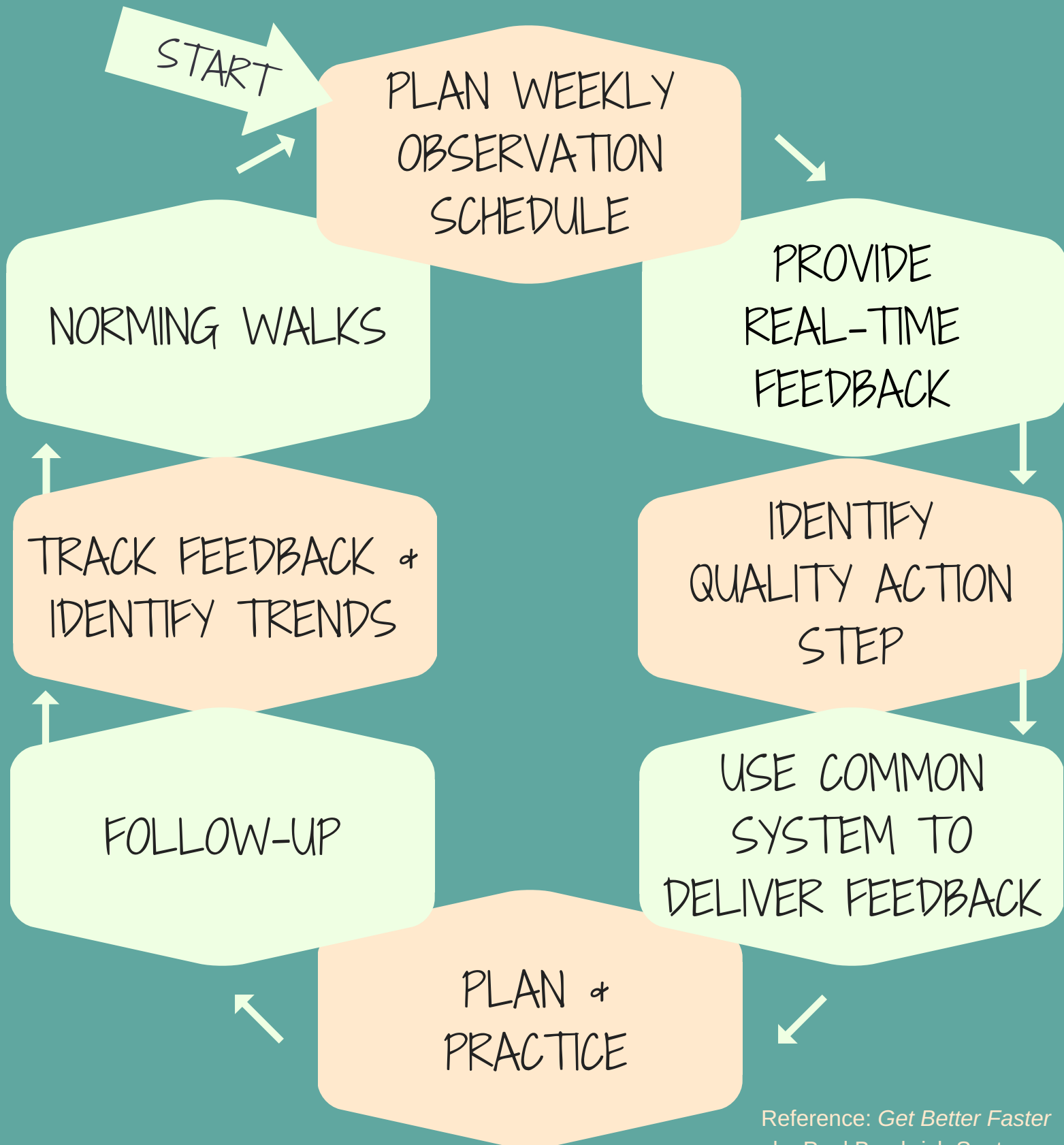


Key Components of Observation and Feedback



Key Components of Observation and Feedback

1 Plan Weekly Observation Schedule

- Purposeful observations are scheduled
- Allows for the supervisor to meet face to face with the teacher for instructional coaching

2 Identify Quality Action Step

- Identify highest leverage issue
- Create bite-sized action step that is measurable, observable, practicable
- Teacher can accomplish action step in 1 week

3 Plan and Practice

- Expectation is that teachers plan and practice during feedback session
- Practice perfect

4 Track Feedback and Identify Trends

- Use of common system for tracking feedback: # of observations, action steps issued; dates for follow-up
- Tracking system allows leaders to identify trends and can be used to inform PD

5 Provide Real-Time Feedback

- Takes place during class
- Uses non-verbal signals
- Gives Teacher a sense of what to do

6 Use Common System to Deliver Feedback

- Follows 6 Steps for Effective Feedback protocol
- Starts positively and ends with a time-bound action step

7 Follow-Up

- Systems are in place for follow-up on teacher action steps
- Teacher binders, tracking systems, calendars

8 Norming Walks

- Campus leadership team walks classes together and practices identifying the highest leverage issue and then norms on a quality action step