

Protocol for Using Feedback to Streamline Efforts to Impact Teacher Performance

Set an area of Focus based upon Data Trends

Guiding Questions:

- What are our areas of strength? What teacher/leader actions contributed to that success?
- What are our areas for growth? What are the root causes for our opportunities for growth?
- Which of the root causes is within our sphere on control and will have a high leverage impact?

Tools: District and State Data Reports/Dashboards for Achievement, Attendance, Climate, Behavior, and/or Teacher Evaluations, School Based Assessments, Surveys, Data Analysis Protocols

Key Players: Administrators and School Based Leadership Team with the support of External Partners (District, State, Higher Ed, etc.) as needed

Provide Feedback and Collect Observation Data

Actions:

- Set a time bound window (Ex: 2 weeks) to observe and provide **quality** feedback aligned to your area of focus
- Develop a system (high or low tech) for collecting observation data

Tools: Observation forms, Walkthrough Protocols, Databased or system for collecting feedback

Key Players: Administrators and School Based Leadership Team with the support of External Partners (District, State, Higher Ed, etc.) as needed

Analyze and Disaggregate Feedback to Identify Trends

Guiding Questions:

- Which areas of teacher practice are effective? Approaching effective? Ineffective?
- What trends do you see across content areas/grade levels/the whole school? Are there any outliers?
- Are there additional sources of data that we need to explore to inform the trends we see in teacher practice?
- What are some possible strategies to address the trends?

Tools: Chart paper, post-its, electronic tools

Key Players: Administrators and School Based Leadership Team with the support of External Partners (District, State, Higher Ed, etc.) as needed

Develop and Implement an Action Plan

Actions:

- Select a high leverage strategy or focus based on the trends found during the observation cycle
- Identify the actions necessary to implement the strategy
- Determine who will own the work and set a timeline

Guiding Questions:

- How will this strategy address the identified trend for improvement?
- What will serve as tangible evidence of the implementation of this strategy?
- What will we see and hear (teacher and student behaviors) in classrooms once we have implemented this strategy?
- What are the obstacles to “perfect” implementation of the strategy?
- What specific actions can the School Based Leadership Team take to remove those obstacles?
- Where are the models of “perfect” implementation of this strategy?
- Do we have the expertise in the building to explicitly teach (PL) and model the desired practice?
- How will we monitor, provide feedback, and coach teacher practice around the strategy?

Tools: Observation forms, Walkthrough Protocols, Databased or system for collecting feedback, Action plan template

Key Players: Administrators and School Based Leadership Team with the support of External Partners

Repeat to fine tune your strategy, implement a new strategy, or address a new priority

