

Observation Cycle: High Quality Feedback

Staff Member:

- Complete **Pre-Conference Form** for announced observation
- Maintain pace and scope with curricula expectations

Observer:

- Review Curricula/Program standards to ensure instruction is on schedule
- Scrutinize learning/support service objectives
- Analyze student learning/performance data (quantitative and qualitative)
- Examine relevant learning and assessment resources

During Conference:

- Review and discuss lesson plan, handouts, instructional strategies, materials, review key standards and intended learning objectives
- Review and discuss instructional strategies; assess appropriateness for engaging students
- Examine the results of related assessment to determine how formative and summative results are driving instruction

Plan Day 1

Staff Member:

- Facilitate observation process
- Reflect on the lesson/session as a whole

Observer:

- Collect high quality evidence and assign to appropriate standard (**objective and textured**)-
 - ✓ Teacher practice (behavior and speech)
 - ✓ Student actions (behavior and speech)
 - ✓ Student outcomes

Observe Day 2-3

Staff Member:

- Complete **Post-Conference Form (required for all observations)** via Media X
- Review observation feedback sent Email via Media X
- Upload high quality sources of evidence via Media X

Observer:

- Prepare for what will be praised
- Identify ways to lead to reflection and professional growth
- Identify evidence-based action steps to improve classroom practice
- Collect high quality evidence in preparation for feedback:

Objective	Textured
Student quotes	Quotes from both teacher and student
Teacher quotes	Examples of what both teacher and student did
Student work	Align evidence with actionable feedback

During Conference:

- Praise, inquire, and lead staff member to identify action steps
- Collaboratively plan the action steps
- Incorporate any modifications or points of clarification into observer report based on discussion and sources of evidence shared

Prepare Day 3-4

Staff Member:

- Access uploaded evidence for discussion
- Complete Action Steps from conferencing

Observer:

- Review the evidence
- Use feedback conversation
 - ✓ **Praise:** provide an example begin discussion
 - ✓ **Inquire:** Start with a targeted question and add scaffolded question/statement as needed
 - ✓ **Action Step:** Provide questions to leads to action steps
 - ✓ **Plan Ahead-** Design/revise upcoming lesson plans to implement fee
 - ✓ **Follow-up-** Establish timeline for follow-up on action steps

Feedback Day 5-7