



Educator Development and Support: Teachers Protocols 2015-2016

General Purpose & Background

The purpose of this document is to outline the steps and protocols involved in Educator Development and Support: Teachers (EDST). Educator Development and Support: Teachers includes a series of reflection activities, formal and informal observations, conferencing opportunities, and professional goal setting activities, all of which are aimed at helping to identify strengths and opportunities for improving teacher practice. The general protocols for each of the steps of this process are outlined in detail in the sections that follow. Please note that while these protocols may be modified to make the process more meaningful for teachers and administrators, they reflect best practices in coaching professionals and encouraging professional reflection and growth. It is also important to note that these procedures are to be used in conjunction with other ongoing classroom visits, walkthroughs, or professional conversations that take place as part of effective ongoing leadership and support practices in schools.

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GENERAL SEQUENCE OF EVENTS



- Additional formal observations and growth plan visits may be held if mutually agreed upon.

TIMELINE FOR SY 2015-2016

MONTH(S)	MAJOR TASKS	ASSOCIATED COMPLETION DATES	BELL HS	EARLY ED CENTER
August/September	TEACHER SELF-ASSESSMENT	9/11/2015	Track A: 9/11/2015 Track B,C,D: 7/24/2015	7/24/2015
September	GROWTH PLANNING: INITIAL PLANNING SHEET	Due Date: 9/25/2015	Track A Due Date: 9/25/2015 Track B, C, D Due Date: 8/7/2015	Due Date: 8/7/2015
October	INITIAL PLANNING CONFERENCE	Due Date: 10/22/2015	Track A Due Date: 10/9/2015 Track B, D Due Date: 8/21/2015 Track C Due Date: 10/2/2015	Due Date: 8/21/2015
September-March	INFORMAL GROWTH PLAN VISIT(S)* <i>*Additional Informal Growth Plan Visits may be held if mutually agreed upon.</i>	by 4/1/2016	Track A,C: by 4/29/2016 Track B: by 3/25/2016 Track D: by 3/1/2016	by 4/15/2016
September- March	FORMAL OBSERVATION CYCLE <ul style="list-style-type: none"> ○ Pre-Observation Steps: <ul style="list-style-type: none"> • Lesson Design • Pre-Observation Conference ○ Observation ○ Post-Observation Steps: <ul style="list-style-type: none"> ▪ Lesson Reflection ▪ Post-Observation Conference ▪ Rating <p><i>*Additional Formal Observations may be held if mutually agreed upon.</i></p>	by 4/1/2016. If the Formal Observation is conducted in the Fall, the recommended Fall Due Date is 11/6/2015. Ratings Due Date: 11/19/2015 If the Formal Observation is conducted in the Spring, the recommended Spring Due Date is 3/11/2016. Ratings Due Date: 4/1/2016	Track A,C: by 4/29/2016 Track B: by 3/25/2016 Track D: by 3/1/2016 <i>If the Formal Observation is conducted in the Fall, please see the single-track due dates as a reference point.</i>	by 4/15/2016 <i>If the Formal Observation is conducted in the Fall, please see the single-track due dates as a reference point.</i>

MONTH(S)	MAJOR TASKS	ASSOCIATED COMPLETION DATES	BELL HS	EARLY ED CENTER
November	STAKEHOLDER FEEDBACK SURVEYS	Administration: Opens November 2015	Administration: Opens November 2015	N/A
December	GROWTH PLANNING: Mid-Year Reflection (Optional)	Recommended Due Date: 12/15/15	Recommended Due Date(s): <u>Track A,B,C:</u> 12/15/15 <u>Track D:</u> 11/9/2015	Recommended Due Date: 1/18/2016
March	STAKEHOLDER FEEDBACK SURVEY RESULTS REPORTS	Results Reports Released: 3/2016	Results Reports Released: 3/2016	N/A
April	GROWTH PLANNING: End-of-Year Reflection (Optional)	Recommended Due Date: 4/15/2016	Recommend Due Date(s): <u>Track A,C :</u> 5/6/2016 <u>Track B:</u> 3/1/2016 <u>Track D:</u> 3/25/2016	Recommended Due Date: 4/29/2016
May	FINAL EVALUATION REPORT	Deadline: 5/10/2016	Track A, B, C Deadline: 5/20/2016 Track D Deadline: 3/31/2016	Deadline: 5/25/2016
June	MyPGS PLATFORM CLOSURES	6/13/2016	6/13/2016	6/13/2016

TEACHER SELF-ASSESSMENT

TEACHER SELF-ASSESSMENT					
Purpose	<ul style="list-style-type: none"> To assist the teacher in identifying and reflecting on strengths and opportunities for improving teacher practice To assist the teacher in developing appropriate objectives and activities for the teacher's Initial Planning Sheet To highlight a consistent cycle of reflection as an effective professional practice 				
	<table border="1"> <thead> <tr> <th>Teacher Role</th> <th>Administrator Role</th> </tr> </thead> <tbody> <tr> <td> Protocol <ul style="list-style-type: none"> Review student achievement data and other relevant data. Reflect on practice in regard to the data and the LAUSD Teaching and Learning Framework. Enter Self-Assessment ratings and reflection via MyPGS. </td> <td>N/A</td> </tr> </tbody> </table>	Teacher Role	Administrator Role	Protocol <ul style="list-style-type: none"> Review student achievement data and other relevant data. Reflect on practice in regard to the data and the LAUSD Teaching and Learning Framework. Enter Self-Assessment ratings and reflection via MyPGS. 	N/A
Teacher Role	Administrator Role				
Protocol <ul style="list-style-type: none"> Review student achievement data and other relevant data. Reflect on practice in regard to the data and the LAUSD Teaching and Learning Framework. Enter Self-Assessment ratings and reflection via MyPGS. 	N/A				
Timeline	Suggested completion date: <u>September 11, 2015</u> . Bell HS – Track A: <u>September 11, 2015</u> ; Track B,C,D: <u>July 24, 2015</u> Early Ed Center: <u>July 24, 2015</u>				
LAUSD Teaching and Learning Framework Elements included in this task:					
<p><u>Standard 1: Planning and Preparation</u></p> <p>1a. Demonstrating Knowledge of Content and Pedagogy 1a2. Knowledge of Content-Related Pedagogy</p> <p>1b. Demonstrating Knowledge of Students 1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency</p> <p>1d. Designing Coherent Instruction 1d1. Standards-Based Learning Activities</p> <p>1e. Designing Student Assessment 1e2. Planning Assessment Criteria</p> <p><u>Standard 2: Classroom Environment</u></p> <p>2a. Creating an Environment of Respect and Rapport 2a3. Classroom Climate</p> <p>2c. Managing Classroom Procedures 2c1. Management of Routines, Procedures, and Transitions</p> <p>2d. Managing Student Behavior 2d2. Monitoring and Responding to Student Behavior</p>	<p><u>Standard 3: Delivery of Instruction</u></p> <p>3a. Communicating with Students 3a1. Communicating the Purpose of the Lesson 3a4. Use of Academic Language</p> <p>3b. Using Questioning and Discussion Techniques 3b1. Quality and Purpose of Questions 3b2. Discussion Techniques and Student Participation</p> <p>3c. Engaging Students in Learning 3c1. Standards-Based Projects, Activities, and Assignments 3c2. Purposeful and Productive Instructional Groups</p> <p>3d. Using Assessment in Instruction 3d3. Feedback to Students</p> <p><u>Standard 4: Additional Professional Responsibilities</u></p> <p>4b. Communicating with Families 4b3. Engagement of Families in the Instructional Program</p> <p><u>Standard 5: Professional Growth</u></p> <p>5a. Reflecting on Practice 5a2. Use of Reflection to Inform Future Instruction</p> <p>5b. Participating in a Professional Community 5b2. Promotes a Culture of Professional Inquiry and Collaboration</p>				

GROWTH PLANNING

INITIAL PLANNING SHEET		
Purpose	<ul style="list-style-type: none"> • To support the teacher in developing the following: <ul style="list-style-type: none"> ○ Instructional Growth Objective (Any Focus Element from Standards 1, 2, or 3) ○ Professional Growth Objective (Any element from Standards 4 or 5) ○ Data-Based Objective (Based on relevant student data) • To support the teacher in developing strategies to advance their practice in the identified objectives 	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> • Review relevant data including: Self-Assessment, student assessment data, etc. 	<ul style="list-style-type: none"> • Coach teachers to develop relevant objectives based on: <ul style="list-style-type: none"> - Initial classroom visits - Relevant teacher/student data
Timeline	Initial Planning Sheet to be submitted to administrator via MyPGS by <u>September 25, 2015</u> . Bell HS – Track A: by <u>September 25, 2015</u> ; Track B,C,D: by <u>August 7, 2015</u> Early Ed Center: by <u>August 7, 2015</u>	
INITIAL PLANNING SHEET PROTOCOL		
	Via MyPGS: <ul style="list-style-type: none"> • Develop an Instructional Growth Objective and strategies targeting one Focus Element from Standard 1, 2 or 3 of the LAUSD Teaching and Learning Framework. • Develop a Professional Growth Objective and strategies targeting one element from Standard 4 or 5 of the LAUSD Teaching and Learning Framework. • Develop a Data-Based Objective and strategies. • Optional: Develop an additional teacher-selected growth objective and strategies targeting any element from the LAUSD Teaching and Learning Framework. • Submit the completed Instructional Planning Sheet to administrator for review. 	Via MyPGS: <ul style="list-style-type: none"> • Review teacher’s Initial Planning Sheet. • Prepare feedback on objectives and strategies for the Initial Planning Conference. • Optional: Select additional growth objective(s) from the LAUSD Teaching and Learning Framework for the teacher to include in their Initial Planning Sheet, as appropriate.
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
	<ul style="list-style-type: none"> • Instructional Growth Objective (Focus Element from Standards 1, 2, or 3) • Professional Growth Objective (Any element from Standards 4 or 5) 	

INITIAL PLANNING CONFERENCE

INITIAL PLANNING CONFERENCE			
Purpose	<ul style="list-style-type: none"> • To discuss and finalize the following: <ul style="list-style-type: none"> ○ Instructional Growth Objective(s) ○ Professional Growth Objective(s) ○ Data-Based Objective(s) • To discuss and finalize the teacher's strategies for each growth objective • To discuss the timeline and protocols leading to the overall evaluation • To schedule the steps of Educator Development and Support: Teachers 		
<div style="display: flex; justify-content: space-between;"> Teacher Role Administrator Role </div>			
Preparation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Complete and submit the Initial Planning Sheet to the administrator via MyPGS. </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Review teacher's Initial Planning Sheet via MyPGS. • Prepare feedback on objectives and strategies for the Initial Planning Conference. </td> </tr> </table>	<ul style="list-style-type: none"> • Complete and submit the Initial Planning Sheet to the administrator via MyPGS. 	<ul style="list-style-type: none"> • Review teacher's Initial Planning Sheet via MyPGS. • Prepare feedback on objectives and strategies for the Initial Planning Conference.
<ul style="list-style-type: none"> • Complete and submit the Initial Planning Sheet to the administrator via MyPGS. 	<ul style="list-style-type: none"> • Review teacher's Initial Planning Sheet via MyPGS. • Prepare feedback on objectives and strategies for the Initial Planning Conference. 		
Timeline	<p>Initial Planning Conference to be held by <u>October 22, 2015</u>.</p> <p>Bell HS – Track A: by <u>October 9, 2015</u>; Track B,D: by <u>August 21, 2015</u>; Track C: by <u>October 2, 2015</u></p> <p>Early Ed Center: by <u>August 21, 2015</u></p>		
INITIAL PLANNING CONFERENCE PROTOCOL			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Review objectives and strategies developed in the Initial Planning Sheet with administrator. </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> • Provide feedback on objectives and strategies in the Initial Planning Sheet. • Optional: Identify Administrator Assigned Objective(s) and assist teacher in developing strategies related to this objective. • Review the steps and timeline of the EDST. • Schedule Formal Observation Cycle dates (Pre-Observation Conference, Observation and Post-Observation Conference) and input dates in MyPGS. • Sign off in MyPGS to accept the Initial Planning Sheet. </td> </tr> </table>	<ul style="list-style-type: none"> • Review objectives and strategies developed in the Initial Planning Sheet with administrator. 	<ul style="list-style-type: none"> • Provide feedback on objectives and strategies in the Initial Planning Sheet. • Optional: Identify Administrator Assigned Objective(s) and assist teacher in developing strategies related to this objective. • Review the steps and timeline of the EDST. • Schedule Formal Observation Cycle dates (Pre-Observation Conference, Observation and Post-Observation Conference) and input dates in MyPGS. • Sign off in MyPGS to accept the Initial Planning Sheet.
<ul style="list-style-type: none"> • Review objectives and strategies developed in the Initial Planning Sheet with administrator. 	<ul style="list-style-type: none"> • Provide feedback on objectives and strategies in the Initial Planning Sheet. • Optional: Identify Administrator Assigned Objective(s) and assist teacher in developing strategies related to this objective. • Review the steps and timeline of the EDST. • Schedule Formal Observation Cycle dates (Pre-Observation Conference, Observation and Post-Observation Conference) and input dates in MyPGS. • Sign off in MyPGS to accept the Initial Planning Sheet. 		
SUGGESTED COACHING STEMS AND QUESTIONS			
<p>NOTE: It is not the intent that every question is asked. The questions are provided as a resource to facilitate meaningful discussion during the Initial Planning Conference.</p> <p>Paraphrasing Stems: You have stated that your goal is . . . Let's review the key points in our discussion . . .</p> <p>Clarifying/Probing Stems or Questions: What possible evidence may be collected for your _____ objective? How might you know when you have met your _____ objective? As you examine the data, what are some of the differences and similarities that are emerging? What might be some effective strategies that you have used before? Could you tell me more about . . . Could you give me an example . . . Tell me about your next steps . . .</p>			
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED			
	<ul style="list-style-type: none"> • Instructional Growth Objective (Focus Element from Standards 1, 2, or 3) • Professional Growth Objective (Any element from Standards 4 or 5) 		

INFORMAL GROWTH PLAN VISIT(S)

INFORMAL GROWTH PLAN VISIT(S)			
Purpose	<ul style="list-style-type: none"> To provide further feedback to teachers on the Instructional Growth Objective(s) identified in the Initial Planning Sheet (IPS) To inform next steps on Instructional Growth Objective(s) <p>NOTE: Additional Informal Growth Plan Visits may be held if mutually agreed upon.</p>		
<div style="display: flex; justify-content: space-between;"> Teacher Role Administrator Role </div>			
Preparation	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> Identify an appropriate time for the administrator to observe a specific lesson/portion of the lesson when IPS Instructional Growth strategies are likely to be observed. </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> Review the teacher's IPS, focusing on the Instructional Growth Objective(s) and strategies. Identify an appropriate time to visit the classroom when IPS Instructional Growth strategies are likely to be observed or schedule a visit with the teacher. </td> </tr> </table>	<ul style="list-style-type: none"> Identify an appropriate time for the administrator to observe a specific lesson/portion of the lesson when IPS Instructional Growth strategies are likely to be observed. 	<ul style="list-style-type: none"> Review the teacher's IPS, focusing on the Instructional Growth Objective(s) and strategies. Identify an appropriate time to visit the classroom when IPS Instructional Growth strategies are likely to be observed or schedule a visit with the teacher.
<ul style="list-style-type: none"> Identify an appropriate time for the administrator to observe a specific lesson/portion of the lesson when IPS Instructional Growth strategies are likely to be observed. 	<ul style="list-style-type: none"> Review the teacher's IPS, focusing on the Instructional Growth Objective(s) and strategies. Identify an appropriate time to visit the classroom when IPS Instructional Growth strategies are likely to be observed or schedule a visit with the teacher. 		
Timeline	<p>One Informal Growth Plan Visit to be completed by <u>April 1, 2016</u>. Bell HS – Track A,C: by <u>April 29, 2016</u>; Track B: by <u>March 25, 2016</u>; Track D: by <u>March 1, 2016</u> Early Ed Center: by <u>April 15, 2016</u></p>		
PROTOCOL FOR INFORMAL GROWTH PLAN VISIT (MINIMUM of 10 MINUTES)			
NOTE: Informal observation time should be established based upon the length of classes and other instructional and structural considerations.			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> Deliver instruction that focuses on meeting student needs. Review administrator's evidence and comments. Debrief with administrator, as appropriate. </td> <td style="width: 50%; padding: 5px;"> <ul style="list-style-type: none"> Observe the teacher's practice and collect evidence related to the Instructional Growth Objective(s) identified in the IPS. Enter the collected evidence and provide suggested next steps and comments under the "Growth Planning" tab via MyPGS. Click "Mark Complete" via MyPGS to notify your teacher that the observation notes are viewable. Debrief with teacher, as appropriate. </td> </tr> </table>	<ul style="list-style-type: none"> Deliver instruction that focuses on meeting student needs. Review administrator's evidence and comments. Debrief with administrator, as appropriate. 	<ul style="list-style-type: none"> Observe the teacher's practice and collect evidence related to the Instructional Growth Objective(s) identified in the IPS. Enter the collected evidence and provide suggested next steps and comments under the "Growth Planning" tab via MyPGS. Click "Mark Complete" via MyPGS to notify your teacher that the observation notes are viewable. Debrief with teacher, as appropriate.
<ul style="list-style-type: none"> Deliver instruction that focuses on meeting student needs. Review administrator's evidence and comments. Debrief with administrator, as appropriate. 	<ul style="list-style-type: none"> Observe the teacher's practice and collect evidence related to the Instructional Growth Objective(s) identified in the IPS. Enter the collected evidence and provide suggested next steps and comments under the "Growth Planning" tab via MyPGS. Click "Mark Complete" via MyPGS to notify your teacher that the observation notes are viewable. Debrief with teacher, as appropriate. 		
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED			
	<p>Elements selected as part of the teacher's Growth Objectives in the Initial Planning Sheet and any other elements for which evidence is observed.</p>		

PRE-OBSERVATION STEPS AND PROTOCOLS

LESSON DESIGN		
Purpose	<ul style="list-style-type: none"> To guide teachers through the lesson planning process for the Formal Observation Cycle via questions and prompts that are aligned to the LAUSD Teaching and Learning Framework To provide an opportunity for the teacher and administrator to identify strengths and areas for improving the instructional plan prior to the observation To provide the administrators with evidence for addressing the teacher's practice in Standard 1: Planning and Preparation 	
Teacher Role		Administrator Role
Protocol	Via MyPGS: <ul style="list-style-type: none"> Review relevant student data and design a lesson using the Lesson Design Template. Input and share lesson design with administrator. 	Via MyPGS: <ul style="list-style-type: none"> Review teacher's lesson design. Align the evidence to Standard 1 elements. (Note: Use "Auto Create Notes" to align automatically). Plan questions for the Pre-Observation Conference. Identify strengths and areas for improving the instructional plan to be shared with the teacher at the Pre-Observation Conference.
Timeline	To be completed and submitted at least <u>one day prior</u> to the Pre-Observation Conference.	To be reviewed <u>prior</u> to the Pre-Observation Conference.
CONSIDERATIONS FOR THE LESSON DESIGN TEMPLATE		
<ul style="list-style-type: none"> Most of the student data can be found in https://getdata.lausd.net Long Term English Learners (LTELs) – English Learner students who have completed five full years in U.S. schools without being reclassified. LTEL data can be found on MyData (getdata.lausd.net) by clicking on English Learners under School Dashboards, and then clicking the EL Monitoring link from the dropdown. Standard English Learners (SELs) – The identification of SELs is for the purpose of differentiation and not program placement. See page 85 of the LAUSD Master Plan for information on the identification of SELs. 		
LAUSD TEACHING AND LEARNING FRAMEWORK ELEMENTS ADDRESSED		
<u>Standard 1: Planning and Preparation</u> 1a. Demonstrating Knowledge of Content and Pedagogy 1a2. Knowledge of Content-Related Pedagogy 1b. Demonstrating Knowledge of Students 1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency 1d. Designing Coherent Instruction 1d1. Standards-Based Learning Activities 1e. Designing Student Assessment 1e2. Planning Assessment Criteria		

PRE-OBSERVATION CONFERENCE

Purpose	<ul style="list-style-type: none"> To provide the teacher and administrator with an opportunity to discuss the lesson design To provide an opportunity for the teacher and administrator to identify strengths and areas for improving the lesson design prior to the observation To provide the administrator with evidence for assessing the teacher's practice in Standard 1: Planning and Preparation 	
Teacher Role		Administrator Role
Preparation	<ul style="list-style-type: none"> Enter the lesson design into the Lesson Design Template via MyPGS. If alternative lesson plan format is used, it should be uploaded to MyPGS as an attachment. 	<ul style="list-style-type: none"> Review teacher's lesson design via MyPGS. Align the evidence from the lesson design to Standard 1 elements. (Note: Use "Auto Create Notes" to align automatically). Plan questions for the Pre-Observation Conference. Identify strengths and areas for improving the lesson design to be shared with the teacher at the Pre-Observation Conference.
Timeline	Pre-Observation conference to be held <u>one to three</u> days prior to the observation.	

PROTOCOL FOR THE PRE-OBSERVATION CONFERENCE (30-45 minutes)

<ul style="list-style-type: none"> Share instructional materials and student data used in planning. Discuss the lesson design including the rationale for the instructional and assessment strategies. Engage in a collaborative conversation focusing on strengths and areas for improving the lesson design. 	<ul style="list-style-type: none"> Ask questions to clarify and gain understanding about the teacher's lesson. Engage in a collaborative conversation focusing on strengths and areas for improving the lesson design. Explain how evidence will be collected during the Observation Cycle. Collect additional evidence for focus elements in Standard 1: Planning and Preparation. <p>NOTE: Rate the Focus Elements for Standard 1 after the Pre-Conference and before the Formal Observation.</p>
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SUGGESTED COACHING STEMS AND QUESTIONS

	<p>NOTE: It is not the intent that every question is asked. The questions are provided as a resource to facilitate meaningful discussion during the Pre-Observation Conference.</p> <p>Paraphrasing Stems: In other words... What I hear you saying...</p> <p>Clarifying and Probing Stems Would you tell me a little more about...? To what extent...? I'm intrigued by.../I'm interested in... I wonder...</p> <p>Direct Suggestion Stems One thing I've learned/noticed is... Something to keep in mind when dealing with... What do you imagine would happen if you were to try something like that in your class? Which of these ideas might work best with your students?</p> <p>Indirect Suggestion Stems Something you might consider trying is.... Several teachers I know have tried a couple of different things in this sort of situation and maybe one might work for you.... There are a number of approaches...</p>
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Standard 1: Planning and Preparation**1a. Demonstrating Knowledge of Content and Pedagogy**

1a2. Knowledge of Content-Related Pedagogy

1b. Demonstrating Knowledge of Students

1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency

1d. Designing Coherent Instruction

1d1. Standards-Based Learning Activities

1e. Designing Student Assessment

1e2. Planning Assessment Criteria

FORMAL OBSERVATION(S)

FORMAL OBSERVATION(S)		
Purpose	<ul style="list-style-type: none"> To provide opportunities for the teacher to demonstrate instructional practice in order to receive feedback that will support professional growth and development To provide the administrator with evidence for assessing the teacher's practice in Standard 2: The Classroom Environment and Standard 3: Delivery of Instruction 	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> Participate in the Pre-Observation Conference. 	<ul style="list-style-type: none"> Facilitate the Pre-Observation Conference.
Timeline	<p>by <u>April 1, 2016</u> One Formal Observation must be completed during the school year. If the Formal Observation is conducted in the Fall semester, the recommended due date is November 6, 2015. If the Formal Observation is conducted in the Spring semester, the recommended due date is March 11, 2016. Additional Formal Observations may be held if mutually agreed upon.</p> <p>Bell HS - Track A,C: by <u>April 29, 2016</u>; Track B: by <u>March 25, 2016</u>; Track D: by <u>March 1, 2016</u> Early Ed Center: by <u>April 15, 2016</u> <i>If the Formal Observation is conducted in the Fall, please see the single-track due dates as a reference point.</i></p>	
PROTOCOL FOR OBSERVATION(S) (The full duration of the lesson)		
NOTE: Observation time should be established based upon the length of classes and other instructional and structural considerations.		
	<ul style="list-style-type: none"> Deliver instruction that focuses on meeting student needs. Following the observation, review student work and collect any samples that may be shared with the administrator for analysis and discussion. Following the observation, complete the Lesson Reflection within one to three days and share with the administrator via MyPGS. Entering the Lesson Reflection on MyPGS is optional. 	<ul style="list-style-type: none"> Observe the teacher's practice and collect evidence from the beginning to the end of the lesson. Following the observation, edit and enter notes in MyPGS and align (tag) the evidence to the Focus Elements in the LAUSD Teaching and Learning Framework, so the teacher can view the observation evidence prior to the Post-Observation Conference. <p>NOTE: Rating of Focus Elements (Standards 2, 3, and 5) should not be finalized in MyPGS until after the Post-Observation Conference.</p>
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
	<p>Standard 2: Classroom Environment</p> <p>2a. Creating an Environment of Respect and Rapport 2a3. Classroom Climate</p> <p>2c. Managing Classroom Procedures 2c1. Management of Routines, Procedures, and Transitions</p> <p>2d. Managing Student Behavior 2d2. Monitoring and Responding to Student Behavior</p> <p>Standard 3: Delivery of Instruction</p> <p>3a. Communicating with Students 3a1. Communicating the Purpose of the Lesson 3a4. Use of Academic Language</p> <p>3b. Using Questioning and Discussion Techniques 3b1. Quality and Purpose of Questions 3b2. Discussion Techniques and Student Participation</p> <p>3c. Engaging Students in Learning 3c1. Standards-Based Projects, Activities, and Assignments 3c2. Purposeful and Productive Instructional Groups</p> <p>3d. Using Assessment in Instruction 3d3. Feedback to Students</p>	

SUPPLEMENTAL OBSERVATION(S)

SUPPLEMENTAL OBSERVATION(S)							
Purpose	<ul style="list-style-type: none"> To provide additional opportunities for the teacher to demonstrate instructional practice in order to receive feedback that will support professional growth and development To provide the administrator with additional evidence for assessing the teacher's practice in Standard 2: The Classroom Environment and Standard 3: Delivery of Instruction <p>NOTE: Supplemental Observations may be initiated by teacher or principal and may be scheduled or unscheduled. This type of observation does not include a pre-observation conference or an uploaded lesson design form.</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Teacher Role</th> <th style="width: 50%; text-align: center;">Administrator Role</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">Preparation</td> <td style="background-color: #d3d3d3;">No additional preparation is required.</td> </tr> <tr> <td style="background-color: #d3d3d3;">Timeline</td> <td style="background-color: #d3d3d3;">Allocate time for Supplemental Observation(s)</td> </tr> </tbody> </table>		Teacher Role	Administrator Role	Preparation	No additional preparation is required.	Timeline	Allocate time for Supplemental Observation(s)
Teacher Role	Administrator Role						
Preparation	No additional preparation is required.						
Timeline	Allocate time for Supplemental Observation(s)						
<p>Timeline Supplemental Observation(s) may be held during the school year as appropriate.</p>							
<p>PROTOCOL FOR SUPPLEMENTAL OBSERVATION(S)</p> <p>NOTE: Observation time should be established based upon the length of classes and other instructional and structural considerations.</p>							
<ul style="list-style-type: none"> Deliver instruction that focuses on meeting student needs. Following the observation, review student work and collect any samples that may be shared with the administrator for analysis and discussion, in preparation for the Post-Observation Conference. Following the observation, complete the Lesson Reflection within one to three days and share with the administrator via MyPGS. Entering the Lesson Reflection on MyPGS is optional. Participate in the Post-Observation Conference. 	<ul style="list-style-type: none"> Observe the teacher's practice and collect evidence from the beginning to the end of the lesson. Following the observation, edit and enter notes in MyPGS and align (tag) the evidence to the Focus Elements in the LAUSD Teaching and Learning Framework, so the teacher can view the observation evidence prior to the Post-Observation Conference. Facilitate the Post-Observation Conference. Determine rating for each Focus Element. Share ratings with teacher by clicking "Share with Ratings" and then "Mark Complete." <p>NOTE: Rating of Focus Elements (Standards 2, 3, and 5) should not be finalized in MyPGS until after the Post-Observation Conference.</p>						
<p>LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED</p>							
<p><u>Standard 2: Classroom Environment</u></p> <p>2a. Creating an Environment of Respect and Rapport</p> <p style="padding-left: 20px;">2a3. Classroom Climate</p> <p>2c. Managing Classroom Procedures</p> <p style="padding-left: 20px;">2c1. Management of Routines, Procedures, and Transitions</p> <p>2d. Managing Student Behavior</p> <p style="padding-left: 20px;">2d2. Monitoring and Responding to Student Behavior</p> <p><u>Standard 3: Delivery of Instruction</u></p> <p>3a. Communicating with Students</p> <p style="padding-left: 20px;">3a1. Communicating the Purpose of the Lesson</p> <p style="padding-left: 20px;">3a4. Use of Academic Language</p> <p>3b. Using Questioning and Discussion Techniques</p> <p style="padding-left: 20px;">3b1. Quality and Purpose of Questions</p> <p style="padding-left: 20px;">3b2. Discussion Techniques and Student Participation</p> <p>3c. Engaging Students in Learning</p> <p style="padding-left: 20px;">3c1. Standards-Based Projects, Activities, and Assignments</p> <p style="padding-left: 20px;">3c2. Purposeful and Productive Instructional Groups</p> <p>3d. Using Assessment in Instruction</p> <p style="padding-left: 20px;">3d3. Feedback to Students</p>							

Standard 5: Professional Growth

5a. Reflecting on Practice

5a2. Use of Reflection to Inform Future Instruction

POST OBSERVATION STEPS & PROTOCOLS

LESSON REFLECTION		
Purpose	<ul style="list-style-type: none"> To provide the teacher an opportunity to reflect upon the lesson, assess student progress and outline next steps To provide an opportunity for the administrator to view student performance results and sample work from the lesson To provide the administrator with a source of evidence for assessing the teacher's practice in Standard 5: Professional Growth 	
Teacher Role		Administrator Role
Protocol	<ul style="list-style-type: none"> Review student work and data collected from the lesson. Complete the Lesson Reflection and share with the administrator via MyPGS within one to three days of the formal observation. Entering the Lesson Reflection on MyPGS is optional. Review the rubric descriptors in the Teaching and Learning Framework to have a clear understanding of the expectations for this focus element (5a2). 	<p>Follow steps below if Lesson Reflection is completed on MyPGS:</p> <ul style="list-style-type: none"> Review teacher's reflection prior to the Post-Observation Conference. Align the evidence from the Lesson Reflection to Standard 5 elements. (Note: Use "Auto Create Notes" to align automatically). Identify questions, based on the teacher's Lesson Reflection, for the Post-Observation Conference. <p>Follow steps below if Lesson Reflection is not completed on MyPGS:</p> <ul style="list-style-type: none"> Plan questions for the Post Observation Conference. Enter and align the evidence collected from the Post Observation Conference to Standard 5a2 in MyPGS
Timeline	The Lesson Reflection may be completed within one to three days of the observation, prior to the Post-Observation Conference.	If completed in MyPGS, the Lesson Reflection is to be reviewed prior to the Post-Observation Conference.
LAUSD TEACHING AND LEARNING FRAMEWORK ELEMENTS ADDRESSED		
<p>Standard 5: Professional Growth</p> <p>5a. Reflecting on Practice</p> <p>5a2. Use of Reflection to Inform Future Instruction</p>		

POST-OBSERVATION CONFERENCE

Purpose	<ul style="list-style-type: none"> • To provide the teacher with an opportunity to share student work and to reflect on the success of the lesson • To allow the administrator and teacher an opportunity to review the evidence collected during the lesson through the lens of the rubrics of the LAUSD Teaching and Learning Framework • To provide the teacher and administrator with an opportunity to discuss teaching practice and next steps for the teacher's professional growth • To allow the administrator to gather additional evidence for assessing the teacher's practice in Standard 2: The Classroom Environment, Standard 3: Delivery of Instruction, and Standard 5: Professional Growth in preparation for rating
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	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> • Complete the Lesson Reflection. Entering the Lesson Reflection on MyPGS is optional. • Review the evidence from the observation via MyPGS. • Review student work and identify any sample work to bring to the conference. 	<ul style="list-style-type: none"> • Review aligned evidence in MyPGS. • Plan questions for the Post-Observation Conference.

Timeline	The Post-Observation Conference is to be completed <u>no more than five days</u> after the observation.
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PROTOCOL FOR THE POST-OBSERVATION CONFERENCE (30-60 minutes)

	<ul style="list-style-type: none"> • Discuss reflection about the lesson and share any student work with administrator. • Discuss the evidence from the lesson through the lens of the LAUSD Teaching and Learning Framework. • Discuss potential next steps for professional growth. 	<ul style="list-style-type: none"> • Facilitate the conference. • Discuss the evidence of the lesson observation through the lens of the LAUSD Teaching and Learning Framework. • Ask questions that promote teacher's analysis of practice. • Enter and align the evidence collected from the Post Observation Conference in MyPGS. • Discuss potential next steps for the teacher's professional growth.
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SUGGESTED COACHING STEMS AND QUESTIONS

	<p>NOTE: it is not the intent that every question is addressed. The questions are provided as a resource to facilitate meaningful discussion about the evidence during the Post-Observation Conference.</p> <p>Paraphrasing Stems/ Questions: Let's review the key points in our discussion... What you are saying is...</p> <p>Clarifying and Probing Stems/Questions: What do you think went well in the lesson? Did the lesson go as expected? Were there any surprises? As you taught the lesson, what changes did you make to the lesson, if any, and why? How did you make decisions about....? What is your thinking about...? How do you know that students were cognitively engaged during the entire lesson? How does your feedback on student work support students in improving their work? How do student work samples demonstrate that students have or have not achieved the learning objectives?</p> <p>Direct Suggestion Stems: A couple of the things to keep in mind... One thing I've noticed is...</p> <p>Indirect Suggestion Stems: Sometimes it's helpful if... There are a number of approaches... Something you might consider trying is....</p>
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Standard 2: Classroom Environment**2a. Creating an Environment of Respect and Rapport**

2a3. Classroom Climate

2c. Managing Classroom Procedures

2c1. Management of Routines, Procedures, and Transitions

2d. Managing Student Behavior

2d2. Monitoring and Responding to Student Behavior

Standard 3: Delivery of Instruction**3a. Communicating with Students**

3a1. Communicating the Purpose of the Lesson

3a4. Use of Academic Language

3b. Using Questioning and Discussion Techniques

3b1. Quality and Purpose of Questions

3b2. Discussion Techniques and Student Participation

3c. Engaging Students in Learning

3c1. Standards-Based Projects, Activities, and Assignments

3c2. Purposeful and Productive Instructional Groups

3d. Using Assessment in Instruction

3d3. Feedback to Students

Standard 5: Professional Growth**5a. Reflecting on Practice**

5a2. Use of Reflection to Inform Future Instruction

FORMAL OBSERVATION RATINGS

Purpose	<ul style="list-style-type: none"> To provide quantitative feedback to the teacher regarding his/her practice To guide next steps for a teacher's Growth Planning 	
Teacher Role		Administrator Role
Preparation	N/A	Before rating: <ul style="list-style-type: none"> Review aligned evidence from the Lesson Design, Formal Observation, Lesson Reflection (if entered on MyPGS), and Post-Observation Conference.
Timeline	Rating of the Formal Observation to be completed within four days of the Post-Observation Conference.	
PROTOCOL FOR RATING		
	<ul style="list-style-type: none"> Review and acknowledge ratings via MyPGS. Comment on ratings if desired via MyPGS. Meet with administrator to discuss ratings (optional). 	<ul style="list-style-type: none"> Determine rating for each Focus Element. Click "Share with Ratings" and then "Mark Complete". Meet with teacher to discuss ratings (optional).
PROTOCOL FOR DISCUSSION OF RATINGS (Optional) Note: Either the teacher or the administrator may initiate this meeting		
	<ul style="list-style-type: none"> Review ratings and evidence via MyPGS. Ask questions about the ratings. Reflect on ratings and make adjustments to the Initial Planning Sheet, as necessary. 	<ul style="list-style-type: none"> Facilitate the meeting. Use evidence to explain ratings that the teacher has questions about. Use evidence to help guide teacher's next steps in the Initial Planning Sheet.
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
<p>Standard 1: Planning and Preparation</p> <p>1a. Demonstrating Knowledge of Content and Pedagogy 1a2. Knowledge of Content-Related Pedagogy</p> <p>1b. Demonstrating Knowledge of Students 1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency</p> <p>1d. Designing Coherent Instruction 1d1. Standards-Based Learning Activities</p> <p>1e. Designing Student Assessment 1e2. Planning Assessment Criteria</p> <p>Standard 2: Classroom Environment</p> <p>2a. Creating an Environment of Respect and Rapport 2a3. Classroom Climate</p> <p>2c. Managing Classroom Procedures 2c1. Management of Routines, Procedures, and Transitions</p> <p>2d. Managing Student Behavior 2d2. Monitoring and Responding to Student Behavior</p>	<p>Standard 3: Delivery of Instruction</p> <p>3a. Communicating with Students 3a1. Communicating the Purpose of the Lesson 3a4. Use of Academic Language</p> <p>3b. Using Questioning and Discussion Techniques 3b1. Quality and Purpose of Questions 3b2. Discussion Techniques and Student Participation</p> <p>3c. Engaging Students in Learning 3c1. Standards-Based Projects, Activities, and Assignments 3c2. Purposeful and Productive Instructional Groups</p> <p>3d. Using Assessment in Instruction 3d3. Feedback to Students</p> <p>Standard 5: Professional Growth</p> <p>5a. Reflecting on Practice 5a2. Use of Reflection to Inform Future Instruction</p>	

GROWTH PLANNING

GROWTH PLANNING: MID-YEAR REFLECTION (Optional)		
Purpose	<ul style="list-style-type: none"> • To assess progress on teacher’s objectives and strategies from the Initial Planning Sheet • To provide further feedback to teachers on progress in meeting objectives • To inform Growth Planning next steps 	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> • Begin to implement strategies for objectives outlined in the Initial Planning Sheet. 	<ul style="list-style-type: none"> • Review and approve the teacher’s objectives and action plans from the Initial Planning Sheet.
Timeline	Suggested completion date: <u>December 15, 2015</u> . Bell HS – Track A,B,C: <u>December 15, 2015</u> ; Track D: <u>November 9, 2015</u>	
PROTOCOL GROWTH PLANNING: MID-YEAR REFLECTION		
	<ul style="list-style-type: none"> • Complete Mid-Year Reflection and share relevant artifacts with administrator via MyPGS. • Recommend changes in strategies, if appropriate. • Request additional support, if needed. 	Follow steps below if Mid-Year Reflection is completed on MyPGS: <ul style="list-style-type: none"> • Recommend changes in strategies, if appropriate. • Provide additional support, if needed.
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
Teacher’s identified elements in the Initial Planning Sheet.		

GROWTH PLANNING

GROWTH PLANNING: END-OF-YEAR REFLECTION (Optional)		
Purpose	<ul style="list-style-type: none"> • To assess progress on teacher’s objectives and strategies from the Initial Planning Sheet • To provide further feedback to teachers on progress in meeting objectives • To inform Growth Planning next steps 	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> • Implement strategies for objectives outlined in the Initial Planning Sheet. • Review administrator’s evidence and comments from observations. 	<ul style="list-style-type: none"> • Complete one Informal Growth Plan Visit(s). • Complete Formal Observation(s).
Timeline	Suggested completion date: <u>April 15, 2016</u> . Bell HS – Track A,C: <u>May 6, 2016</u> ; Track B: <u>March 1, 2016</u> ; Track D: <u>March 25, 2016</u> Early Ed Center: <u>April 29, 2016</u>	
PROTOCOL GROWTH PLANNING: END-OF-YEAR REFLECTION		
	<ul style="list-style-type: none"> • Complete End-of-Year Reflection and share relevant artifacts with administrator via MyPGS. 	Follow steps below if End-of-Year Reflection is completed on MyPGS: <ul style="list-style-type: none"> • Review teacher’s End-of-Year Reflection and provide comments/feedback via MyPGS.
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
Teacher’s identified elements in the Initial Planning Sheet.		

FINAL EVALUATION CONFERENCE

FINAL EVALUATION CONFERENCE		
Purpose	<ul style="list-style-type: none"> To share and sign off on the Educator Development and Support: Teachers Final Evaluation Report To inform next steps for the teacher's professional growth 	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> Complete and review the Growth Planning: End-of-Year Reflection. (optional) Review administrator's evidence that has been collected throughout the Educator Development and Support: Teachers via MyPGS. 	<ul style="list-style-type: none"> Review teacher's Growth Planning: End-of-Year Reflection and provide feedback via MyPGS, if applicable. Review evidence of teacher's practice that has been collected throughout the Educator Development and Support: Teachers process. Complete Educator Development and Support: Teachers Final Evaluation Report via MyPGS.
Timeline	<p>The Final Evaluation Report is to be issued by May 10, 2016, 30 calendar days before the employee's last regularly scheduled school day (Article X, Section 6.) The Final Evaluation Conference should be held once the Report has been completed.</p> <p>Bell HS - Track A, B, C: by May 20, 2016; Track D: by March 31, 2016 Early Ed Center: by May 25, 2016</p>	
PROTOCOL FINAL EVALUATION CONFERENCE		
	<ul style="list-style-type: none"> Share reflection on the progress that has been made through the Educator Development and Support: Teachers Identify next steps for professional growth in collaboration with the administrator. Sign off on Final Evaluation Report via MyPGS using E-signature. 	<ul style="list-style-type: none"> Share Final Evaluation Report with teacher. Identify next steps for professional growth in collaboration with the teacher. Sign off on teacher's Final Evaluation Report via MyPGS using E-signature. Click "Lock Activities" to finalize the evaluation for 2015-2016 no later than May 10, 2016.
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
<p><u>Standard 1: Planning and Preparation</u></p> <p>1a. Demonstrating Knowledge of Content and Pedagogy 1a2. Knowledge of Content-Related Pedagogy</p> <p>1b. Demonstrating Knowledge of Students 1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency</p> <p>1d. Designing Coherent Instruction 1d1. Standards-Based Learning Activities</p> <p>1e. Designing Student Assessment 1e2. Planning Assessment Criteria</p> <p><u>Standard 2: Classroom Environment</u></p> <p>2a. Creating an Environment of Respect and Rapport 2a3. Classroom Climate</p> <p>2c. Managing Classroom Procedures 2c1. Management of Routines, Procedures, and Transitions</p> <p>2d. Managing Student Behavior 2d2. Monitoring and Responding to Student Behavior</p>		<p><u>Standard 3: Delivery of Instruction</u></p> <p>3a. Communicating with Students 3a1. Communicating the Purpose of the Lesson 3a4. Use of Academic Language</p> <p>3b. Using Questioning and Discussion Techniques 3b1. Quality and Purpose of Questions 3b2. Discussion Techniques and Student Participation</p> <p>3c. Engaging Students in Learning 3c1. Standards-Based Projects, Activities, and Assignments 3c2. Purposeful and Productive Instructional Groups</p> <p>3d. Using Assessment in Instruction 3d3. Feedback to Students</p> <p><u>Standard 5: Professional Growth</u></p> <p>5a. Reflecting on Practice 5a2. Use of Reflection to Inform Future Instruction</p>