

## School Support Institutes

### Day 2 Recap and Follow-up Guide

Pathway and Materials	Key Learning Participants...	Application <i>Between now and our February session, participants will...</i>	Guidance for Implementation <i>You can support this work by...</i>
<b>Effective Common Planning</b> <ul style="list-style-type: none"> <li>• <a href="#">K - 5</a></li> <li>• <a href="#">6 - 12</a></li> </ul>	<ul style="list-style-type: none"> <li>• Normed on effective lesson planning practices in both ELA and math by:               <ul style="list-style-type: none"> <li>○ Unpacking sample <a href="#">annotated lessons</a></li> <li>○ Learning and applying the <a href="#">Lesson Preparation Protocols</a></li> </ul> </li> <li>• Learned how to determine what, specifically, makes a text complex</li> </ul>	<ul style="list-style-type: none"> <li>• Lead a lesson planning session with a grade-level team of <b>either</b> math or ELA teachers using the Lesson Preparation Protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure leaders are creating time for teachers to read the texts, complete the tasks and annotate their lessons in daily planning</li> <li>• Ensure expectations for lesson plans are aligned to best practices (annotated texts and lessons vs. lesson planning templates)</li> <li>• Co-observe classrooms with school leaders and compare what you observe with the teacher's annotated lesson plan</li> </ul>
<b>Observation and Feedback</b> <ul style="list-style-type: none"> <li>• <a href="#">K - 5</a></li> <li>• <a href="#">6 - 12</a></li> </ul>	<ul style="list-style-type: none"> <li>• Developed a vision of excellence for what high quality instruction looks like in a math classroom</li> <li>• Normed on the indicators in the <a href="#">Math Curriculum Implementation Observation Tool</a></li> <li>• Learned and practiced applying the <a href="#">Six Steps for Effective Feedback</a></li> </ul>	<ul style="list-style-type: none"> <li>• Observe a math classroom using the Math Curriculum Implementation Observation Tool</li> <li>• Provide feedback to that teacher using the Six Steps protocol</li> <li>• Conduct a follow-up observation of this teacher to look for evidence of the action step</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure leaders have a schedule for observing and providing feedback to teachers</li> <li>• Conduct classroom walkthroughs with leaders to continue norming on the Math Curriculum Implementation Observation Tool</li> <li>• Support leaders to distinguish between major and minor pacing challenges, as well as how to support teachers in troubleshooting major pacing challenges</li> </ul>

<p><b>Building Leadership</b></p> <ul style="list-style-type: none"> <li>• <a href="#">K - 12</a></li> </ul>	<ul style="list-style-type: none"> <li>• Assessed the performance of ILT members and learned strategies for developing the capacity of the entire ILT team, as well as individual ILT members' capacity to support teachers</li> <li>• Developed a high-level understanding of the lesson <a href="#">preparation protocols</a>, as well as the <a href="#">Math Curriculum Implementation Observation Tool</a> in order to support their colleagues attending the other two pathways</li> <li>• Learned about the different types of summative data available and how to use this data to inform teacher support plans and staffing decisions</li> <li>• Examined the <a href="#">Solutions Guide</a> to determine additional strategies they can use to develop the talent of educators in their building</li> </ul>	<ul style="list-style-type: none"> <li>• Implement the action plan you created to build your leadership team's capacity by choosing from the options below:             <ul style="list-style-type: none"> <li>○ Lead an Instructional Trends Conversation</li> <li>○ Have a 1:1 conversation with a leader focused on growing their practice</li> <li>○ Plan out and hold a December Data Summit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Check in with building leaders about how they are using summative (LEAP data, VAM and Student Progress Data, Data from Curriculum-Based Assessments) and formative data (data from classroom walkthroughs, coaching and observation data, student work on formative assessments, etc.) to make a plan for every teacher (short-term and long-term!)</li> <li>• Check in with building leaders about how they are continuing to evaluate the performance of their ILT members and provide targeted supports to build their capacity</li> <li>• Ensure leaders are meeting regularly (bi-weekly) with an Instructional Leadership Team</li> <li>• Observe and provide feedback on ILT Meetings</li> </ul>
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For more information, please email [SSI@schoolkitgroup.com](mailto:SSI@schoolkitgroup.com).