



## 2017-2018 Protocols Educator Development and Support: Teachers

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### **Overview**

The purpose of this document is to outline the steps and protocols of the Educator Development and Support: Teachers (EDST) process. EDST includes a series of reflection activities, observations, conferencing opportunities, and professional goal-setting activities, all of which are aimed at helping to identify strengths and opportunities for improving teaching practice.

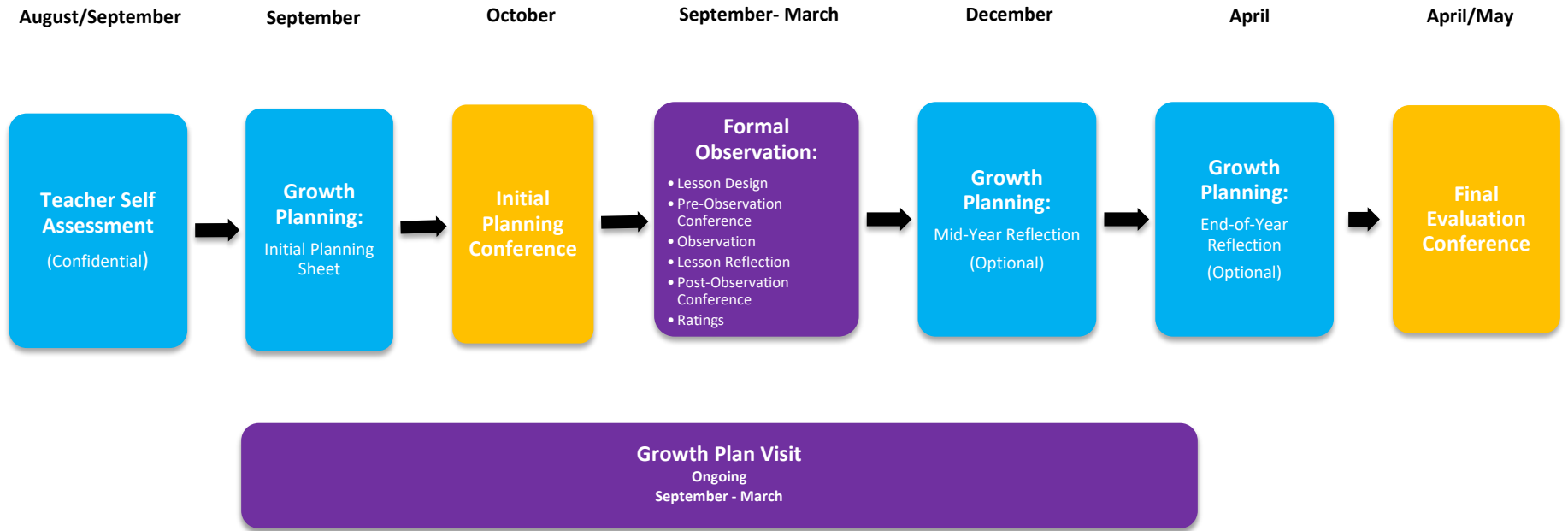
The protocols, including purpose, teacher and administrator role, timeline, and alignment to *LAUSD Teaching and Learning Framework* elements are outlined for each of the steps of this process. Please note that while these protocols may be modified to make the process more meaningful for teachers and 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.

For any questions about the 2017-2018 EDST process, please contact Professional Learning and Leadership Development at (213) 241-3444.

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## SEQUENCE OF EDST ACTIVITIES



## **EDST MAJOR TASKS TIMELINE FOR 2017-2018**

*The timeline below indicates the contractual deadlines for certain EDST steps (designated with an asterisk). To support the timely completion of the entire EDST process, completion dates are also included for all other remaining EDST steps.*

<b>MONTH(S)</b>	<b>MAJOR TASKS</b>	<b>ASSOCIATED COMPLETION DATES</b>	<b>EARLY ED CENTER</b>
August/September	TEACHER SELF-ASSESSMENT	9/8/2017	7/28/2017
September	GROWTH PLANNING: Initial Planning Sheet	9/22/2017	8/11/2017
October	INITIAL PLANNING CONFERENCE	Contractual Deadline: 10/06/2017*	8/25/2017*
September-March	GROWTH PLAN VISIT	by 3/16/2018	by 4/13/2018
September- March	<b>FORMAL OBSERVATION CYCLE</b> <ul style="list-style-type: none"> <li>○ Pre-Observation Steps: <ul style="list-style-type: none"> <li>• Lesson Design</li> <li>• Pre-Observation Conference</li> </ul> </li> <li>○ Observation</li> <li>○ Post-Observation Steps: <ul style="list-style-type: none"> <li>▪ Lesson Reflection</li> <li>▪ Post-Observation Conference</li> <li>▪ Ratings</li> </ul> </li> </ul>	<b>Contractual Deadlines:</b> <i>Observation: by 2/16/2018*</i> <i>Post-Observation: by 3/05/2018*</i>  <i>Post Observation Conference Contractual Deadline: 10 working days after the observation</i>	<i>Observation: by 2/09/2018*</i> <b>Post-Observation: by 2/23/18</b>  <i>If the Formal Observation is conducted in the Fall, please see the single-track due dates as a reference point.</i>
November	STAKEHOLDER FEEDBACK SURVEYS	Administration: Opens November 2017	N/A

<b>MONTH(S)</b>	<b>MAJOR TASKS</b>	<b>ASSOCIATED COMPLETION DATES</b>	<b>EARLY ED CENTER</b>
December	GROWTH PLANNING: Mid-Year Reflection (Optional)	12/15/2017	12/28/2017
March	STAKEHOLDER FEEDBACK SURVEY RESULTS REPORTS	Results Reports Released: 3/2018	N/A
April	GROWTH PLANNING: End-of-Year Reflection (Optional)	4/18/2018	5/4/2018
May	FINAL EVALUATION REPORT	Contractual Deadline: 5/08/2018*	Contractual Deadline: 5/30/2018*
June	MyPGS PLATFORM CLOSES	6/12/2018	6/12/2018

## TEACHER SELF-ASSESSMENT

TEACHER SELF-ASSESSMENT	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To assist the teacher in identifying and reflecting on strengths and opportunities for improving teaching practice</li> <li>To assist the teacher in developing appropriate objectives and activities for Initial Planning Sheet</li> <li>To highlight a consistent cycle of reflection as an effective professional practice</li> </ul>
<b>Teacher Role</b>	
<b>Protocol</b>	<ul style="list-style-type: none"> <li>Review student achievement data and other relevant data.</li> <li>Reflect on practice in regard to the data and the <i>LAUSD Teaching and Learning Framework</i>.</li> <li>Enter Self-Assessment ratings and reflection via MyPGS. Ratings are confidential and not viewable by administrator.</li> </ul>
<b>Timeline</b>	Suggested completion date: <u>September 8, 2017</u> Early Ed Center: <u>July 28, 2017</u>
<b>LAUSD Teaching and Learning Framework Elements included in this task:</b>	
<p><b><u>Standard 1: Planning and Preparation</u></b></p> <p><b>1a. Demonstrating Knowledge of Content and Pedagogy</b> 1a2. Knowledge of Content-Related Pedagogy</p> <p><b>1b. Demonstrating Knowledge of Students</b> 1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency</p> <p><b>1d. Designing Coherent Instruction</b> 1d1. Standards-Based Learning Activities</p> <p><b>1e. Designing Student Assessment</b> 1e2. Planning Assessment Criteria</p> <p><b><u>Standard 2: Classroom Environment</u></b></p> <p><b>2a. Creating an Environment of Respect and Rapport</b> 2a3. Academic Climate</p> <p><b>2c. Managing Classroom Procedures</b> 2c1. Management of Routines, Procedures, and Transitions</p> <p><b>2d. Managing Student Behavior</b> 2d2. Monitoring and Responding to Student Behavior</p>	<p><b><u>Standard 3: Delivery of Instruction</u></b></p> <p><b>3a. Communicating with Students</b> 3a1. Communicating the Purpose of the Lesson 3a4. Use of Academic Language</p> <p><b>3b. Using Questioning and Discussion Techniques</b> 3b1. Quality and Purpose of Questions 3b2. Discussion Techniques and Student Participation</p> <p><b>3c. Engaging Students in Learning</b> 3c1. Standards-Based Projects, Activities, and Assignments 3c2. Purposeful and Productive Instructional Groups</p> <p><b>3d. Using Assessment in Instruction</b> 3d3. Feedback to Students</p> <p><b><u>Standard 4: Additional Professional Responsibilities</u></b></p> <p><b>4b. Communicating with Families</b> 4b3. Engagement of Families in the Instructional Program</p> <p><b><u>Standard 5: Professional Growth</u></b></p> <p><b>5a. Reflecting on Practice</b> 5a2. Use of Reflection to Inform Future Instruction</p> <p><b>5b. Participating in a Professional Community</b> 5b2. Promotes a Culture of Professional Inquiry and Collaboration</p>

## GROWTH PLANNING: INITIAL PLANNING SHEET

INITIAL PLANNING SHEET		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To support the teacher in developing the following:                             <ul style="list-style-type: none"> <li>○ Instructional Growth Objective (Any focus element from Standards 1, 2, or 3)</li> <li>○ Professional Growth Objective (Any element from Standards 4 or 5)</li> <li>○ Data-Based Objective (Based on relevant student data)</li> </ul> </li> <li>• To support the teacher in developing strategies to advance practice in the identified objectives</li> </ul>	
<b>Teacher Role</b>		<b>Administrator Role</b>
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Review relevant data including: Self-Assessment, student assessment data, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Coach teachers to develop relevant objectives based on:                             <ul style="list-style-type: none"> <li>- Initial classroom visits</li> <li>- Relevant teacher/student data</li> </ul> </li> </ul>
<b>Timeline</b>	Initial Planning Sheet to be submitted to administrator via MyPGS by <u>September 22, 2017</u> Early Ed Center: by <u>August 11, 2017</u>	
INITIAL PLANNING SHEET PROTOCOL		
	Via MyPGS: <ul style="list-style-type: none"> <li>• Develop an Instructional Growth Objective and strategies targeting one focus element from Standard 1, 2, or 3 of the <i>LAUSD Teaching and Learning Framework</i>.</li> <li>• Develop a Professional Growth Objective and strategies targeting one element from Standard 4 or 5 of the <i>LAUSD Teaching and Learning Framework</i>.</li> <li>• Develop a Data-Based Objective and strategies.</li> <li>• Submit the completed Initial Planning Sheet to administrator for review.</li> <li>• Identify three teacher-selected focus elements for the Formal Observation.</li> </ul>	Via MyPGS: <ul style="list-style-type: none"> <li>• Review teacher's Initial Planning Sheet.</li> <li>• Prepare feedback on objectives and strategies for the Initial Planning Conference.</li> <li>• Optional: Select additional growth objective(s) from the <i>LAUSD Teaching and Learning Framework</i> for the teacher to include in their Initial Planning Sheet, as appropriate.</li> <li>• Review the three teacher-selected focus elements for the Formal Observation.</li> </ul>
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
	<ul style="list-style-type: none"> <li>• Instructional Growth Objective (Focus element from Standards 1, 2, or 3)</li> <li>• Professional Growth Objective (Any element from Standards 4 or 5)</li> <li>• Three teacher-selected focus elements (Select any three of twelve remaining <i>LAUSD</i> focus elements)</li> </ul>	

## INITIAL PLANNING CONFERENCE

INITIAL PLANNING CONFERENCE		
Purpose	<ul style="list-style-type: none"> <li>To discuss and finalize the following:               <ul style="list-style-type: none"> <li>Instructional Growth Objective</li> <li>Professional Growth Objective</li> <li>Data-Based Objective(s)</li> </ul> </li> <li>To discuss and finalize the teacher's strategies for each growth objective</li> <li>To discuss the timeline and protocols leading to the overall evaluation</li> <li>To schedule the steps of Educator Development and Support: Teachers</li> <li>To review the three teacher-selected focus elements for the Formal Observation</li> <li>To discuss the cooperatively-selected focus element for the Formal Observation</li> </ul>	
	<b>Teacher Role</b>	<b>Administrator Role</b>
Preparation	<ul style="list-style-type: none"> <li>Complete and submit the Initial Planning Sheet to the administrator via MyPGS.</li> <li>Prepare to discuss and identify the cooperatively-selected focus element by reflecting on individual practice in support of school instructional priorities (i.e. school professional development plan, grade-level/department goals).</li> </ul>	<ul style="list-style-type: none"> <li>Review teacher's Initial Planning Sheet via MyPGS.</li> <li>Prepare feedback on objectives and strategies for the Initial Planning Conference.</li> <li>Prepare to discuss and identify the cooperatively-selected focus element by considering instructional priorities (i.e. school professional development plan, grade-level/department goals, local district goals).</li> </ul>
Timeline	Initial Planning Conference to be held by <u>October 06, 2017</u> . Early Ed Center: by <u>August 25, 2017</u>	
INITIAL PLANNING CONFERENCE PROTOCOL		
	<ul style="list-style-type: none"> <li>Review objectives and strategies developed in the Initial Planning Sheet with administrator.</li> <li>Review the teacher-selected focus elements for the Formal Observation.</li> <li>Discuss the cooperatively-selected focus element for the Formal Observation.</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback on objectives and strategies in the Initial Planning Sheet.</li> <li>Optional: Identify Administrator Assigned Objective(s) and assist teacher in developing strategies related to this objective.</li> <li>Review the steps and timeline of the EDST.</li> <li>Review the teacher-selected focus elements for the Formal Observation.</li> <li>Discuss the cooperatively-selected focus element for the Formal Observation.</li> <li>Schedule Formal Observation Cycle dates (Pre-Observation Conference, Observation, and Post-Observation Conference) and input dates in MyPGS.</li> <li>Sign off in MyPGS to accept the Initial Planning Sheet.</li> </ul>
SUGGESTED COACHING STEMS AND QUESTIONS		
<p><b>NOTE:</b> 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><b>Paraphrasing Stems:</b>          You have stated that your goal is . . .          Let's review the key points in our discussion . . .</p> <p><b>Clarifying/Probing Stems or Questions for IPS Objectives:</b></p>		



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 . . .

**Clarifying/Probing Stems or Questions for Cooperatively-Selected Focus Element:**

As we think about our school's instructional goals, which focus element will ...  
 Which focus element might support the goals of your grade level/department this year?  
 What should we consider in selecting the focus element?

**LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED**

- Instructional Growth Objective (Focus element from Standards 1, 2, or 3)
- Professional Growth Objective (Any element from Standards 4 or 5)
- Three teacher-selected focus elements (Select any three of twelve remaining LAUSD focus elements)
- Cooperatively-selected focus element (Teacher and administrator select one of the remaining LAUSD focus elements)

## GROWTH PLAN VISIT

GROWTH PLAN VISIT		
Purpose	<ul style="list-style-type: none"> <li>To provide further feedback to teachers on the Instructional Growth Objective identified in the Initial Planning Sheet (IPS)</li> <li>To inform next steps on Instructional Growth Objective</li> </ul> <p><b>Note: The Growth Plan Visit can take place before or after the Formal Observation</b></p>	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Review the teacher's IPS, focusing on the Instructional Growth Objective and strategies.</li> <li>Identify an appropriate time to visit the classroom when IPS Instructional Growth Objective strategies are likely to be observed or schedule a visit with the teacher.</li> </ul>
Timeline	Growth Plan Visit to be completed by <u>March 16, 2018</u> . Early Ed Center: by <u>March 16, 2018</u>	
<b>PROTOCOL FOR GROWTH PLAN VISIT (MINIMUM of 10 MINUTES)</b>		
	<ul style="list-style-type: none"> <li>Deliver instruction that focuses on meeting student needs.</li> <li>Review administrator's evidence and comments.</li> <li>Debrief with administrator, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>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 "<b>Primary Activities</b>" tab via MyPGS.</li> <li>The activity in MyPGS will be automatically marked complete once all of the required prompts have been answered, and this will notify your teacher that the observation notes are viewable.</li> <li>Debrief with teacher, as appropriate.</li> </ul>
<b>LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED</b>		
	Elements selected as part of the teacher's Growth Objectives in the Initial Planning Sheet and any other elements for which evidence is observed.	

## PRE-OBSERVATION STEPS AND PROTOCOLS

LESSON DESIGN																	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To guide teachers through the lesson planning process for the Formal Observation Cycle via questions and prompts that are aligned to the <i>LAUSD Teaching and Learning Framework</i></li> <li>To provide an opportunity for the teacher and administrator to identify strengths and areas for improving the instructional plan prior to the observation</li> <li>To provide administrators with evidence for addressing teaching practice in <b>Standard 1: Planning and Preparation</b>, if selected as focus elements for the Formal Observation.</li> </ul>																
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PRE-OBSERVATION CONFERENCE			
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To provide teacher and administrator with an opportunity to discuss the lesson design</li> <li>To provide an opportunity for teacher and administrator to identify strengths and areas for improving the lesson design prior to the observation</li> <li>To provide the administrator with evidence for assessing the teacher's practice in <b>Standard 1: Planning and Preparation</b>, if selected as focus elements for the Formal Observation.</li> </ul>		
<div style="display: flex; justify-content: space-between;"> <span>Teacher Role</span> <span>Administrator Role</span> </div>			
<b>Preparation</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Enter the lesson design into the Lesson Design Template via MyPGS.</li> <li>If alternative lesson plan format is used, it should be uploaded to MyPGS as an attachment.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Review teacher's lesson design via MyPGS.</li> <li>Align the evidence from the lesson design to Standard 1 elements, if selected as focus elements for the Formal Observation. (Note: Click "<b>Auto Create Notes</b>" to align automatically).</li> <li>Plan questions for the Pre-Observation Conference.</li> <li>Identify strengths and areas for improving the lesson design to be shared with the teacher at the Pre-Observation Conference.</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Enter the lesson design into the Lesson Design Template via MyPGS.</li> <li>If alternative lesson plan format is used, it should be uploaded to MyPGS as an attachment.</li> </ul>	<ul style="list-style-type: none"> <li>Review teacher's lesson design via MyPGS.</li> <li>Align the evidence from the lesson design to Standard 1 elements, if selected as focus elements for the Formal Observation. (Note: Click "<b>Auto Create Notes</b>" to align automatically).</li> <li>Plan questions for the Pre-Observation Conference.</li> <li>Identify strengths and areas for improving the lesson design to be shared with the teacher at the Pre-Observation Conference.</li> </ul>
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<b>Timeline</b>	Pre-Observation conference to be held <u>one to three</u> days prior to the observation.		
<b>PROTOCOL FOR THE PRE-OBSERVATION CONFERENCE (30-45 minutes)</b>			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Share instructional materials and student data used in planning.</li> <li>Discuss the lesson design including the rationale for the instructional and assessment strategies.</li> <li>Engage in a collaborative conversation focusing on strengths and areas for improving the lesson design.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>Ask questions to clarify and gain understanding about the teacher's lesson.</li> <li>Engage in a collaborative conversation focusing on strengths and areas for improving the lesson design.</li> <li>Explain how evidence will be collected during the Observation Cycle.</li> <li><b>If any of the teacher-selected or cooperatively-selected focus elements are from Standard 1:</b> <ul style="list-style-type: none"> <li>Collect additional evidence (if needed) for the element(s) during the pre-observation conference.</li> <li>Auto-create notes and rate the evidence for the element(s)</li> <li><b>NOTE:</b> Rate the focus elements for Standard 1 after the Pre-Conference and before the Formal Observation.</li> </ul> </li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Share instructional materials and student data used in planning.</li> <li>Discuss the lesson design including the rationale for the instructional and assessment strategies.</li> <li>Engage in a collaborative conversation focusing on strengths and areas for improving the lesson design.</li> </ul>	<ul style="list-style-type: none"> <li>Ask questions to clarify and gain understanding about the teacher's lesson.</li> <li>Engage in a collaborative conversation focusing on strengths and areas for improving the lesson design.</li> <li>Explain how evidence will be collected during the Observation Cycle.</li> <li><b>If any of the teacher-selected or cooperatively-selected focus elements are from Standard 1:</b> <ul style="list-style-type: none"> <li>Collect additional evidence (if needed) for the element(s) during the pre-observation conference.</li> <li>Auto-create notes and rate the evidence for the element(s)</li> <li><b>NOTE:</b> Rate the focus elements for Standard 1 after the Pre-Conference and before the Formal Observation.</li> </ul> </li> </ul>
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<b>SUGGESTED COACHING STEMS AND QUESTIONS</b>			
	<p><b>NOTE:</b> 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><b>Paraphrasing Stems:</b>  In other words...  What I hear you saying...</p> <p><b>Clarifying and Probing Stems</b>  Would you tell me a little more about...?  To what extent...?  I'm intrigued by.../I'm interested in... I wonder...</p>		

	<p><b>Direct Suggestion Stems</b>  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><b>Indirect Suggestion Stems</b>  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>
<b>LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED</b>	
	<p><b>Standard 1: Planning and Preparation</b></p> <p><b>1a. Demonstrating Knowledge of Content and Pedagogy</b>  1a2. Knowledge of Content-Related Pedagogy</p> <p><b>1b. Demonstrating Knowledge of Students</b>  1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency</p> <p><b>1d. Designing Coherent Instruction</b>  1d1. Standards-Based Learning Activities</p> <p><b>1e. Designing Student Assessment</b>  1e2. Planning Assessment Criteria</p>

## FORMAL OBSERVATION

FORMAL OBSERVATION		
Purpose	<ul style="list-style-type: none"> <li>To provide opportunities for the teacher to demonstrate instructional practice in order to receive feedback that will support professional growth and development</li> <li>To provide the administrator with evidence for assessing the teacher's practice in the three district-unified focus elements, the three teacher-selected focus elements, and the one cooperatively-selected focus element</li> </ul>	
Teacher Role		Administrator Role
Preparation	<ul style="list-style-type: none"> <li>Participate in the Pre-Observation Conference.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate the Pre-Observation Conference.</li> </ul>
Timeline	Contractual deadline: <u>February 16, 2018</u> Early Ed Center: by <u>February 16, 2018</u>	
PROTOCOL FOR OBSERVATION (The full duration of the lesson)		
	<ul style="list-style-type: none"> <li>Deliver instruction that focuses on meeting student needs.</li> <li>Following the observation, review student work and collect any samples that may be shared with the administrator for analysis and discussion.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Observe the teacher's practice and collect evidence from the beginning to the end of the lesson.</li> <li>Following the observation, edit and enter notes in MyPGS and align (tag) the evidence to the focus elements in the <i>LAUSD Teaching and Learning Framework</i>, so the teacher can view the observation evidence prior to the Post-Observation Conference.</li> </ul> <p><b>NOTE:</b> Rating of focus elements should not be finalized in MyPGS until after the Post-Observation Conference.</p>
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
	<p><b><u>Standard 2: Classroom Environment</u></b></p> <p><b>2a. Creating an Environment of Respect and Rapport</b> 2a3. Academic Climate</p> <p><b>2c. Managing Classroom Procedures</b> 2c1. Management of Routines, Procedures, and Transitions</p> <p><b>2d. Managing Student Behavior</b> 2d2. Monitoring and Responding to Student Behavior</p> <p><b><u>Standard 3: Delivery of Instruction</u></b></p> <p><b>3a. Communicating with Students</b> 3a1. Communicating the Purpose of the Lesson 3a4. Use of Academic Language</p> <p><b>3b. Using Questioning and Discussion Techniques</b> 3b1. Quality and Purpose of Questions 3b2. Discussion Techniques and Student Participation</p> <p><b>3c. Engaging Students in Learning</b> 3c1. Standards-Based Projects, Activities, and Assignments 3c2. Purposeful and Productive Instructional Groups</p> <p><b>3d. Using Assessment in Instruction</b> 3d3. Feedback to Students</p>	

## POST OBSERVATION STEPS & PROTOCOLS

LESSON REFLECTION		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To provide the teacher an opportunity to reflect upon the lesson, assess student progress and outline next steps</li> <li>• To provide an opportunity for the administrator to view student performance results and sample work from the lesson</li> <li>• To provide the administrator with evidence for assessing the teacher's practice in <b>Standard 5: Professional Growth</b>, if selected as a focus element for the Formal Observation.</li> </ul>	
<b>Teacher Role</b>		<b>Administrator Role</b>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Review student work and data collected from the lesson.</li> <li>• 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.</li> <li>• Review the rubric descriptors in the <i>LAUSD Teaching and Learning Framework</i> to have a clear understanding of the expectations for this focus element (5a2).</li> </ul>	Follow steps below if Lesson Reflection is completed on MyPGS: <ul style="list-style-type: none"> <li>• Review teacher's reflection prior to the Post-Observation Conference.</li> <li>• Identify questions, based on the teacher's Lesson Reflection, for the Post-Observation Conference.</li> <li>• <b>If any of the teacher-selected or cooperatively-selected focus elements are from Standard 5</b>, align the evidence from the Lesson Reflection to Standard 5a2. (Note: Click "<b>Auto Create Notes</b>" to align automatically).</li> </ul>
<b>Timeline</b>	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.
<b>LAUSD TEACHING AND LEARNING FRAMEWORK ELEMENTS ADDRESSED</b>		
<b>Standard 5: Professional Growth</b> <b>5a. Reflecting on Practice</b> 5a2. Use of Reflection to Inform Future Instruction		

POST-OBSERVATION CONFERENCE		
Purpose	<ul style="list-style-type: none"> <li>To provide the teacher with an opportunity to share student work and to reflect on the success of the lesson</li> <li>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 <i>Teaching and Learning Framework</i></li> <li>To provide the teacher and administrator with an opportunity to discuss teaching practice and next steps for the teacher's professional growth</li> <li>To provide the administrator with evidence for assessing the teacher's practice in the three district-unified focus elements, the three teacher-selected focus elements, and the one cooperatively-selected focus element</li> </ul>	
	<b>Teacher Role</b>	<b>Administrator Role</b>
Preparation	<ul style="list-style-type: none"> <li>Review the evidence from the observation via MyPGS.</li> <li>Review student work and identify any sample work to bring to the conference.</li> </ul>	<ul style="list-style-type: none"> <li>Review aligned evidence in MyPGS.</li> <li>Plan questions for the Post-Observation Conference.</li> </ul>
Timeline	The Post-Observation Conference is to be completed <u>no more than ten</u> workdays after the observation.	
<b>PROTOCOL FOR THE POST-OBSERVATION CONFERENCE (30-60 minutes)</b>		
	<ul style="list-style-type: none"> <li>Discuss reflection about the lesson and share any student work with administrator.</li> <li>Discuss the evidence from the lesson through the lens of the <i>LAUSD Teaching and Learning Framework</i>.</li> <li>Discuss potential next steps for professional growth.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate the conference.</li> <li>Discuss the evidence of the lesson observation through the lens of the <i>LAUSD Teaching and Learning Framework</i>.</li> <li>Ask questions that promote teacher's analysis of practice.</li> <li>Enter and align the evidence collected from the Post Observation Conference in MyPGS.</li> <li>Discuss potential next steps for the teacher's professional growth.</li> </ul>
<b>SUGGESTED COACHING STEMS AND QUESTIONS</b>		
	<p><b>NOTE:</b> 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><b>Paraphrasing Stems/ Questions:</b>  Let's review the key points in our discussion...  What you are saying is...</p> <p><b>Clarifying and Probing Stems/Questions:</b>  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><b>Direct Suggestion Stems:</b>  A couple of the things to keep in mind...  One thing I've noticed is...</p> <p><b>Indirect Suggestion Stems:</b>  Sometimes it's helpful if...  There are a number of approaches...  Something you might consider trying is....</p>	



**LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED**

**Standard 2: Classroom Environment**

**2a. Creating an Environment of Respect and Rapport**

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

## SUPPLEMENTAL OBSERVATION(S)

SUPPLEMENTAL OBSERVATION(S)		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To provide additional opportunities for the teacher to demonstrate instructional practice in order to receive feedback that will support professional growth and development</li> <li>To provide the administrator with evidence for assessing the teacher's practice in the three district-unified focus elements, the three teacher-selected focus elements, and the one cooperatively-selected focus element</li> </ul> <p><b>NOTE:</b> Supplemental Observations may be initiated by teacher or principal and may be scheduled or unscheduled. This type of observation may be completed with or without lesson design review and pre-observation conference. If focus elements from Standard 1 were selected (teacher or cooperatively-selected), evidence of lesson planning must be submitted.</p>	
<b>Teacher Role</b>		<b>Administrator Role</b>
<b>Preparation</b>	Preparation may include the submission of a lesson design and pre-observation conference, depending on whether focus elements from Standard 1 were selected and/or whether the Supplemental Observation is scheduled.	Preparation may include reviewing the teacher's lesson design and facilitating the pre-observation conference, depending on whether focus elements from Standard 1 were selected and/or whether the Supplemental Observation is scheduled.
<b>Timeline</b>	Supplemental Observation(s) may be held during the school year as appropriate.	
<b>PROTOCOL FOR SUPPLEMENTAL OBSERVATION(S)</b>		
<b>NOTE:</b> Observation time should be established based upon the length of classes and other instructional and structural considerations.		
	<ul style="list-style-type: none"> <li>Deliver instruction that focuses on meeting student needs.</li> <li>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.</li> <li>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.</li> <li>Participate in the Post-Observation Conference.</li> </ul>	<ul style="list-style-type: none"> <li>Observe the teacher's practice and collect evidence from the beginning to the end of the lesson.</li> <li>Following the observation, edit, and enter notes in MyPGS and align (tag) the evidence to the focus elements in the <i>LAUSD Teaching and Learning Framework</i>, so the teacher can view the observation evidence prior to the Post-Observation Conference.</li> <li>Facilitate the Post-Observation Conference.</li> <li>Determine rating for each focus element.</li> <li>Share ratings with teacher by selecting "<b>Shared with Ratings</b>" and then clicking the "<b>Mark Complete</b>" button.</li> </ul> <p><b>NOTE:</b> Rating of focus elements should not be finalized in MyPGS until after the Post-Observation Conference.</p>
<b>LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED</b>		
	<p><b>Standard 2: Classroom Environment</b></p> <p><b>2a. Creating an Environment of Respect and Rapport</b></p> <p>2a3. Academic Climate</p> <p><b>2c. Managing Classroom Procedures</b></p> <p>2c1. Management of Routines, Procedures, and Transitions</p> <p><b>2d. Managing Student Behavior</b></p> <p>2d2. Monitoring and Responding to Student Behavior</p>	

**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

## **GROWTH PLANNING**

<b>GROWTH PLANNING: MID-YEAR REFLECTION (Optional)</b>		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To assess progress on teacher's objectives and strategies from the Initial Planning Sheet</li> <li>• To provide further feedback to teachers on progress in meeting objectives</li> <li>• To inform Growth Planning next step</li> </ul>	
	<b>Teacher Role</b>	<b>Administrator Role</b>
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Begin to implement strategies for objectives outlined in the Initial Planning Sheet.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve the teacher's objectives and action plans from the Initial Planning Sheet.</li> </ul>
<b>Timeline</b>	Recommended completion date: <u>December 15, 2017</u> Early Ed Center: <u>December 15, 2017</u>	
<b>PROTOCOL GROWTH PLANNING: MID-YEAR REFLECTION</b>		
	<ul style="list-style-type: none"> <li>• Complete Mid-Year Reflection and share relevant artifacts with administrator via MyPGS.</li> <li>• Recommend changes in strategies, if appropriate.</li> <li>• Request additional support, if needed.</li> </ul>	Follow steps below if Mid-Year Reflection is completed on MyPGS: <ul style="list-style-type: none"> <li>• Recommend changes in strategies, if appropriate.</li> <li>• Provide additional support, if needed.</li> </ul>
<b>LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED</b>		
Teacher's identified elements in the Initial Planning Sheet.		

## **GROWTH PLANNING**

<b>GROWTH PLANNING: END-OF-YEAR REFLECTION (Optional)</b>		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To assess progress on teacher's objectives and strategies from the Initial Planning Sheet</li> <li>• To provide further feedback to teachers on progress in meeting objectives</li> <li>• To inform Growth Planning next steps</li> </ul>	
	<b>Teacher Role</b>	<b>Administrator Role</b>
<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Implement strategies for objectives outlined in the Initial Planning Sheet.</li> <li>• Review administrator's evidence and comments from observations.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete one Informal Growth Plan Visit(s).</li> <li>• Complete Formal Observation(s).</li> </ul>
<b>Timeline</b>	Suggested completion date: <u>April 18, 2018</u> Early Ed Center: <u>May 9, 2018</u>	
<b>PROTOCOL GROWTH PLANNING: END-OF-YEAR REFLECTION</b>		
	<ul style="list-style-type: none"> <li>• Complete End-of-Year Reflection and share relevant artifacts with administrator via MyPGS.</li> </ul>	Follow steps below if End-of-Year Reflection is completed on MyPGS: <ul style="list-style-type: none"> <li>• Review teacher's End-of-Year Reflection and provide comments/feedback via MyPGS.</li> </ul>
<b>LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED</b>		
Teacher's identified elements in the Initial Planning Sheet.		

## FINAL EVALUATION CONFERENCE

FINAL EVALUATION CONFERENCE		
Purpose	<ul style="list-style-type: none"> <li>To share and sign off on the EDST Final Evaluation Report</li> <li>To inform next steps for the teacher's professional growth</li> </ul>	
	Teacher Role	Administrator Role
Preparation	<ul style="list-style-type: none"> <li>Complete and review the Growth Planning: End-of-Year Reflection. (optional)</li> <li>Review administrator's evidence that has been collected throughout the EDST via MyPGS.</li> </ul>	<ul style="list-style-type: none"> <li>Review teacher's Growth Planning: End-of-Year Reflection and provide feedback via MyPGS, if applicable.</li> <li>Review evidence of teacher's practice that has been collected throughout the EDST process.</li> <li>Complete EDST Final Evaluation Report via MyPGS.</li> </ul>
Timeline	<p>The Final Evaluation Report is to be issued by <b>May 8, 2018</b> 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>Early Ed Center: by <b>May 31, 2018</b></p>	
PROTOCOL FINAL EVALUATION CONFERENCE		
	<ul style="list-style-type: none"> <li>Share reflection on the progress that has been made through EDST</li> <li>Identify next steps for professional growth in collaboration with the administrator.</li> <li>Sign off on Final Evaluation Report via MyPGS using E-signature.</li> </ul>	<ul style="list-style-type: none"> <li>Share Final Evaluation Report with teacher.</li> <li>Identify next steps for professional growth in collaboration with the teacher.</li> <li>Sign off on teacher's Final Evaluation Report via MyPGS using E-signature.</li> <li>Click "<b>Lock Activities</b>" to finalize the evaluation for 2016-2017, no later than May 9, 2017.</li> </ul>
LAUSD TEACHING AND LEARNING FRAMEWORK FOCUS ELEMENTS ADDRESSED		
<p><b><u>Standard 1: Planning and Preparation</u></b></p> <p><b>1a. Demonstrating Knowledge of Content and Pedagogy</b></p> <p>1a2. Knowledge of Content-Related Pedagogy</p> <p><b>1b. Demonstrating Knowledge of Students</b></p> <p>1b1. Awareness of Students' Skills, Knowledge, and Language Proficiency</p> <p><b>1d. Designing Coherent Instruction</b></p> <p>1d1. Standards-Based Learning Activities</p> <p><b>1e. Designing Student Assessment</b></p> <p>1e2. Planning Assessment Criteria</p> <p><b><u>Standard 2: Classroom Environment</u></b></p> <p><b>2a. Creating an Environment of Respect and Rapport</b></p> <p>2a3. Academic Climate</p> <p><b>2c. Managing Classroom Procedures</b></p> <p>2c1. Management of Routines, Procedures, and Transitions</p> <p><b>2d. Managing Student Behavior</b></p> <p>2d2. Monitoring and Responding to Student Behavior</p>		<p><b><u>Standard 3: Delivery of Instruction</u></b></p> <p><b>3a. Communicating with Students</b></p> <p>3a1. Communicating the Purpose of the Lesson</p> <p>3a4. Use of Academic Language</p> <p><b>3b. Using Questioning and Discussion Techniques</b></p> <p>3b1. Quality and Purpose of Questions</p> <p>3b2. Discussion Techniques and Student Participation</p> <p><b>3c. Engaging Students in Learning</b></p> <p>3c1. Standards-Based Projects, Activities, and Assignments</p> <p>3c2. Purposeful and Productive Instructional Groups</p> <p><b>3d. Using Assessment in Instruction</b></p> <p>3d3. Feedback to Students</p> <p><b><u>Standard 5: Professional Growth</u></b></p> <p><b>5a. Reflecting on Practice</b></p> <p>5a2. Use of Reflection to Inform Future Instruction</p>