

EPISODE 269

Making Positive Comments In Classroom Visits



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I make classroom visits a positive experience for everyone by being intentional about what I say?

Keep It Positive

- Present and pleasant
- Mutually rewarding
- Sustainable
- Build receptivity to feedback



10 Positive Phrases



Great to see you today!
It was a pleasure to stop by
your classroom today!
It's exciting to see your
students hard at work!
Nice to chat with you today!
Great to see students so
engaged in their learning!

Thanks for taking the time to
speak with me!
I really enjoyed listening to
students' discussions!
Always a pleasure!
Thanks for all you do!
I appreciate you!



Repertoire System Snippets



Feedback Phrase Bank—Classroom Walkthrough Toolbox

<input type="checkbox"/>	ID	Snippet Content	Action
<input type="checkbox"/>	1	{Introducing A Difficult Topic}This is a little difficult, but I want you to be successful, so	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	2	{Introducing A Difficult Topic}I know this is awkward, so thank you for hearing me out	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	3	{Introducing A Difficult Topic}This is uncomfortable, but I care about you and our working relationships, so	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	4	{Introducing A Difficult Topic}I'll get right to the point	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	5	{Introducing A Difficult Topic}I want you to know I have your back with this	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	6	{Introducing A Difficult Topic}I have some difficult news I need to share with you	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	7	{Clarifying A Concern}It's come to my attention that	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	8	{Clarifying A Concern}I'm hearing that...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	9	{Clarifying a Concern}I've noticed...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	10	{Clarifying a Concern}A number of people/students/parents have mentioned that...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	11	{Clarifying a Concern}I'm not sure what truth there is to this...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	12	{Clarifying a Concern}I don't like relying on second-hand information...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Snippets » System Snippets » Classroom Walkthrough Toolbox



<input type="checkbox"/>	ID	Snippet Content		Action
<input type="checkbox"/>	1	{Introducing A Difficult Topic}This is a little difficult, but I want you to be successful, so		  
<input type="checkbox"/>	2	{Introducing A Difficult Topic}I know this is awkward, so thank you for hearing me out		  
<input type="checkbox"/>	3	{Introducing A Difficult Topic}This is uncomfortable, but I care about you and our working relationships, so		  
<input type="checkbox"/>	4	{Introducing A Difficult Topic}I'll get right to the point		  
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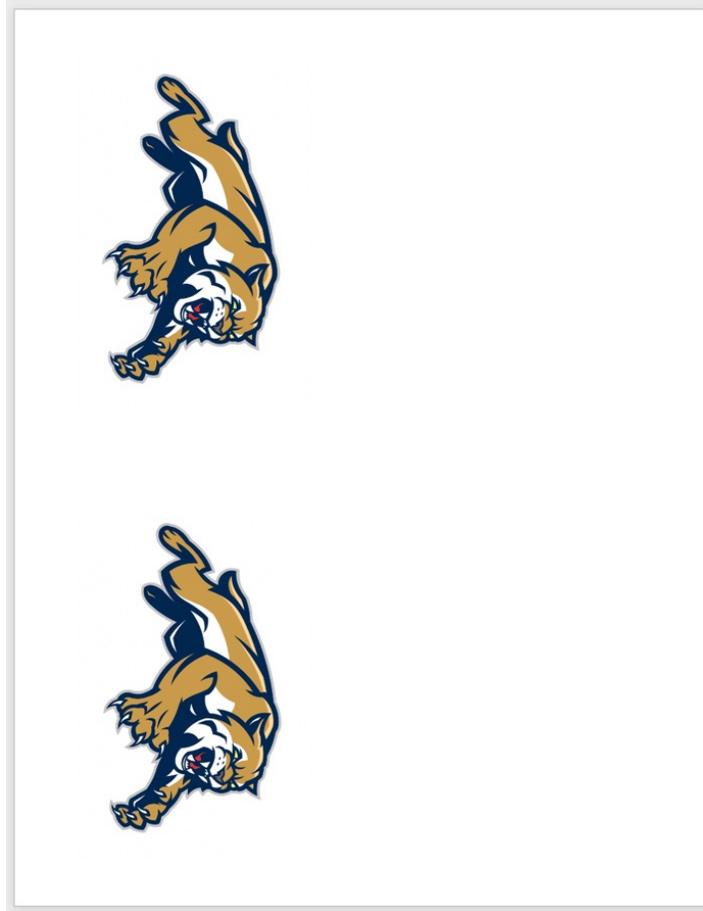
New Positive Phrases



<input type="checkbox"/>	40	Great to see you today!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	41	It was a pleasure to stop by your classroom today!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	42	It's exciting to see your students hard at work!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	43	Nice to chat with you today!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	44	Great to see students so engaged in their learning!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	45	Thanks for taking the time to speak with me!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	46	I really enjoyed listening to students' discussions!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	47	Always a pleasure!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	48	Thanks for all you do!	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	49	I appreciate you!	<input checked="" type="checkbox"/>			



Handwritten Cards



PrincipalCenter.com/logo

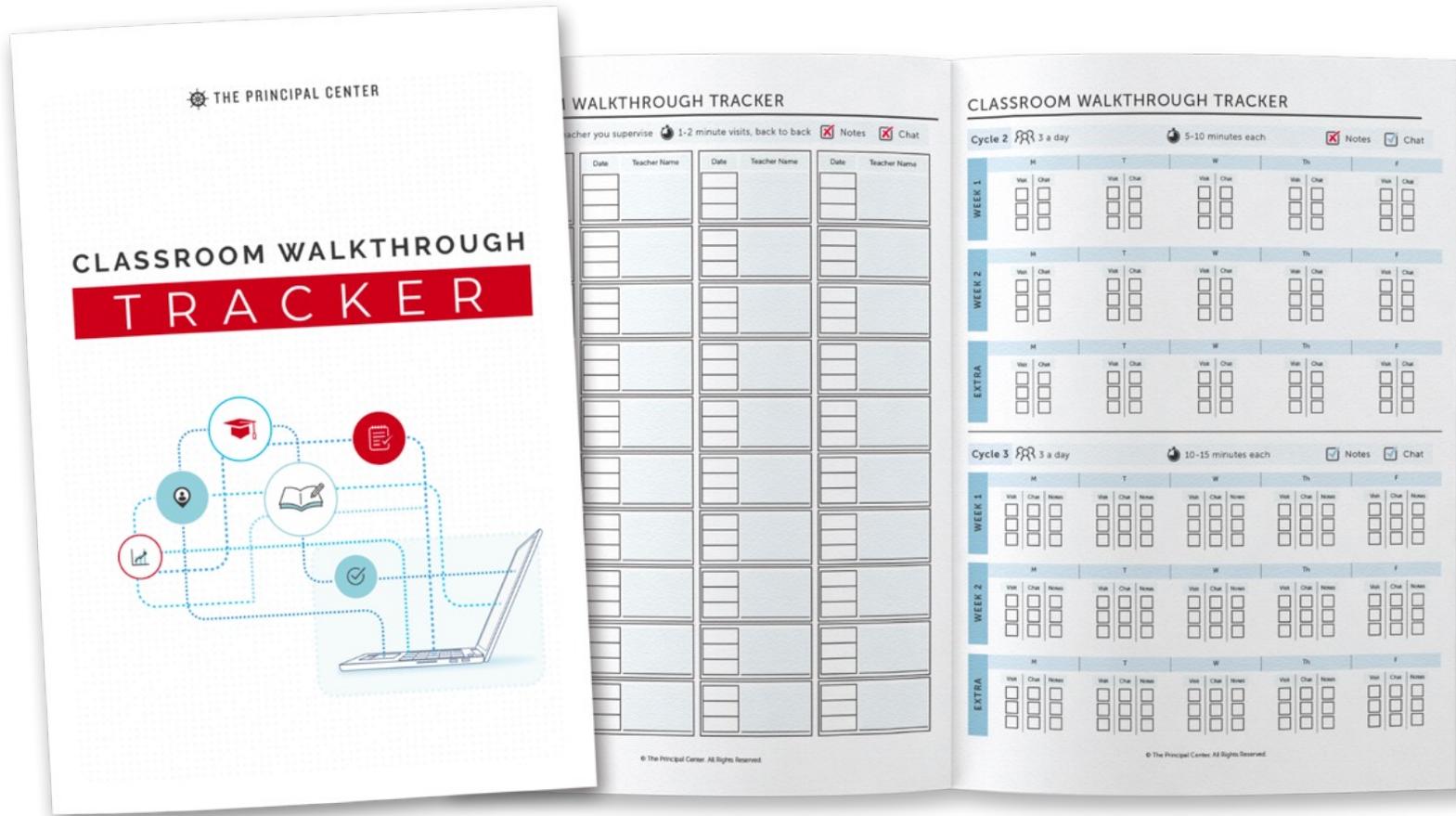


Substantive Feedback



- Wait until Cycle 3
- Take good notes
- Have a conversation
- Do not give critical feedback in writing

Classroom Walkthrough Tracker



PrincipalCenter.com/tracker-pdf



Ramping Up Over 21 Days



- Day 1: Print Tracker & Complete Cycle 1
- Days 2-11: Complete Cycle 2 + Make Notecards
- Days 12-21: Complete Cycle 3 + Switch to Notecards

Cycle 1	Every teacher you supervise	1-2 minute visits, back to back	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
Cycle 2	3 a day	5-10 minutes each	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
Cycle 3	3 a day	10-15 minutes each	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat

P. 1: Track by Teacher



Date	Teacher Name
8/22	Karen Smith
9/5	

Date	Teacher Name
8/22	Domingo Gutierrez
9/6	

1st cycle: write teacher name + date on p. 1

P. 2: Track by Date



Cycle 2:

Record date on p. 1 by teacher name + check daily boxes:

Cycle 2		3 a day	5-10 minutes each	Notes	Chat	
WEEK 1	M	T	W	Th	F	
	Visit	Chat	Visit	Chat	Visit	Chat
	<input type="checkbox"/>					
	<input type="checkbox"/>					
	<input type="checkbox"/>					

P. 2: Track by Date



Cycle 3:

Record date on p. 1 by teacher name + check daily boxes:

Cycle 3		3 a day		10-15 minutes each			Notes		Chat						
WEEK 1	M			T			W			Th			F		
	Visit	Chat	Notes												
	<input type="checkbox"/>														
	<input type="checkbox"/>														

Ramping Up with 3 Cycles



Cycle 1	Every teacher you supervise	1-2 minute visits, back to back	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
Cycle 2	3 a day	5-10 minutes each	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat
Cycle 3	3 a day	10-15 minutes each	<input checked="" type="checkbox"/> Notes	<input checked="" type="checkbox"/> Chat

3-Cycle Startup Plan



PrincipalCenter.com/3cycle-pdf



Notecards



TEACHER SCHEDULE & VISIT RECORD INDEX CARDS

Name		Room
Mr. Smith		117
Period/Subject	Date	Date
1- Alg 1a	10/17	
2- Alg 1b	11/2	✓
3- Geometry	9/22	✓ 1/8
4- Incl. Geo	11/16	x
5- Prep		
6- Alg. 2	10/5	✓ 1/17
7- Incl. Alg. 1	12/3	



THE PRINCIPAL CENTER

PrincipalCenter.com/notecards-pdf



Keep The Momentum Up



- The next day, start Cycle 2 with 3 visits/day
- Stay 5-10 minutes & pay closer attention
- Continue to be present & pleasant
- No notes, written feedback, or written questions
- Brief chat as necessary & convenient

Accountability



One Thousand

C  N V E R S A T I O N S

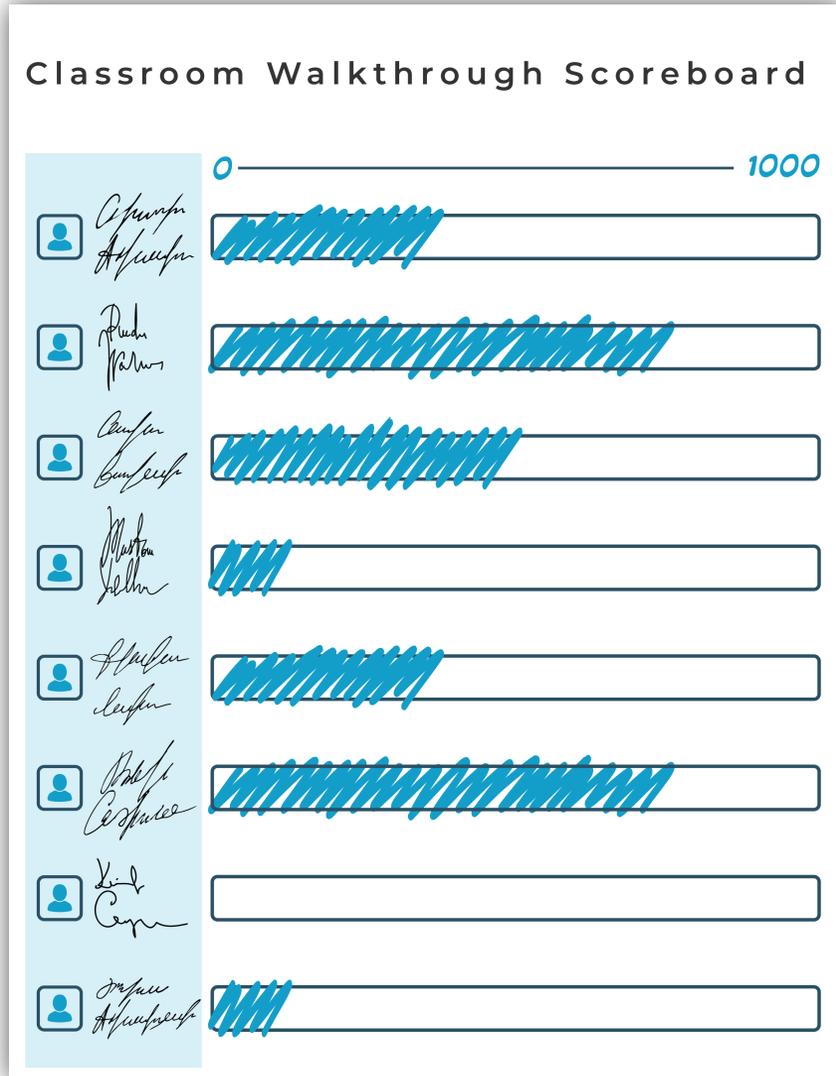


How It Works

- RSVP with one click
- Reply to Sunday email
- Scoreboard updated weekly
- Strive for 500/year



The Scoreboard



- Total classroom walkthroughs
- No denominator—no penalty for missing days