

EPISODE 280

Encouraging Teachers With Handwritten Notes



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How can I encourage my teachers
at a difficult time of year
with a handwritten note?

RESIGNATION



One Mission



For a handwritten note to serve as an encouragement, it must be limited to a singular mission.

No Multipurpose Notes



Avoid:

- Questions for reflection
- To-do reminders
- Suggestions for improvement
- Talking about yourself
- School mission/vision reinforcement

What Do I Say?



Some possibilities:

- Express appreciation
- Express admiration
- Convey personal regard
- Name a specific action they took
- Mention a specific person they interacted with

Suggested Phrases



- "I just wanted to let you know how much I appreciate you."
- "I really appreciate the way you [trait]."
- "Thank you for always [habit]."
- "It's a privilege to work with someone who [trait]."
- "I saw the way you [action], and I want you to know how much of an impact you're having."

Should I Use ChatGPT?



What are 5 phrases I could use, from a principal's perspective, in a note of appreciation for a teacher?



Here are five thoughtful phrases a principal could use in a note of appreciation for a teacher:

1. **"Your dedication to creating an engaging and supportive learning environment inspires both your students and colleagues alike."**
2. **"Thank you for going above and beyond to make a difference in the lives of your students each day."**
3. **"Your creativity and passion for teaching bring energy to our school and leave a lasting impact on everyone around you."**
4. **"I deeply appreciate the countless hours and effort you invest to ensure every student reaches their fullest potential."**
5. **"Your professionalism, compassion, and commitment to excellence make our school a better place for everyone."**

Each of these can be personalized further based on the specific teacher's contributions or achievements.



Should I Use ChatGPT?



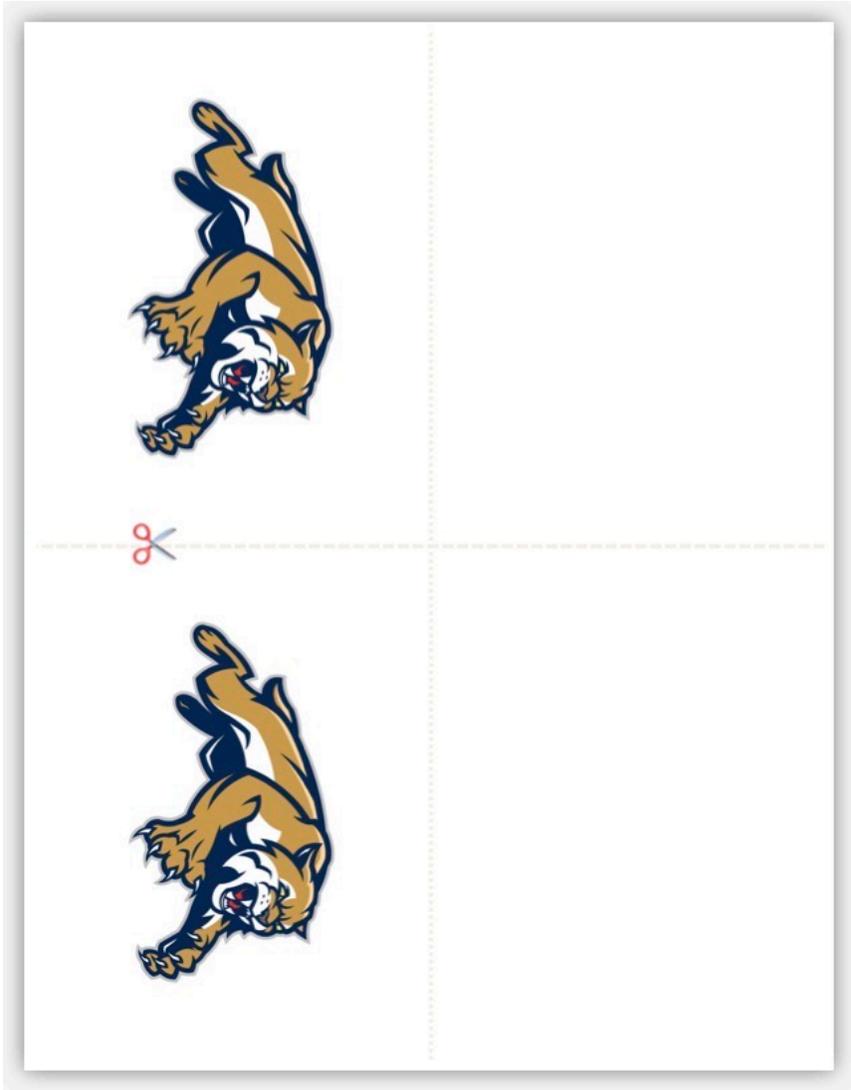
- In general, don't use it as-is—it'll sound like ChatGPT
- Use it to generate lists of ideas
- Use it to revise wording for tone, length, variety

When Should I Do This?



- Your December walkthroughs are the ideal time
- Strive to leave one note per teacher
- Write it in the classroom & leave it behind
- Optional: take a photo for your records

Template



PrincipalCenter.com/logo



Transcribe with Repertoire



Title *
Smith 1/22 ELA Walkthrough

Snippet **Template** **Observation**

Smith 1/22 - ELA
9:03 S: working in journals
9:04 T: "Please finish up in the next 2 minutes."
9:07 Transition to small groups
9:09 1:1 conferring w/ JS - "show me what you've been working on this week"
S: "I'm working on adding details to my story."

Summary:
In the observed ELA lesson, students began by working in their journals, followed by an instruction from the teacher to finish up in two minutes. The class then transitioned to small group activities, and one-on-one conferring took place with a student, JS, who shared their focus on adding details to their story.

Save Note **Convert** **Share**

ChatGPT

Transcribe text in image, which contains notes from a teacher observation, then write a one-sentence summary of the observed lesson.

Generate Response **Discard Changes** **Save Chat** **Copy to Note**

Linked Artifacts **Attach Artifact** **Upload New**

A photograph of a piece of lined paper with handwritten notes in blue ink. The notes are organized into a list with timestamps and speaker labels. The text matches the transcription shown in the interface to the left.