

EPISODE 314

Your Observation, Walkthrough, and Supervision Plan for the New Year



INSTRUCTIONAL
LEADERSHIP SHOW



Essential Question



How should our admin team plan to approach instructional supervision for the school year?

Your Process Determines



- Required meetings & observations
- Forms to complete
- Criteria & rating scales
- Data & evidence sources
- Differences depending on teacher contracts

School-Based Decisions

- Who each admin evaluates
- Role of informal walkthroughs
- Approach to feedback
- Format of documentation



Supervision Overview



- 1-2 formal observations
- Goal-setting early in the year
- Final evaluation at end of year
- Mid-year evaluation if required
- 16-20 informal walkthroughs

Who Evaluates Whom?



- Divide evenly among admin team
- Whole teams or departments
- Higher-risk evaluations by most senior admin
- Strive for < 30 evaluations per admin
- Don't overlook non-teaching staff

A Common But Unwise Goal



"Since I'm the principal,
I want to visit everyone."



How Do Walkthroughs Fit In?



- Context/background
- Relationships
- Often not an official source of evidence

How To Approach Feedback?



Have a conversation that is:

- Open-ended
- Evidence-driven
- Criterion-referenced

What Documentation Format?

- Low-inference descriptive notes only
- Timestamps are helpful
- No compliments
- No suggestions
- No questions

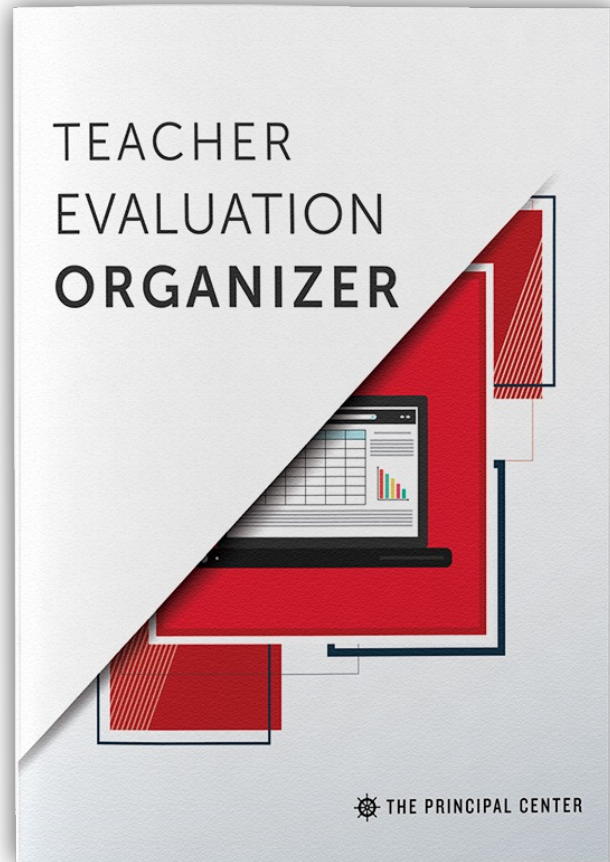


Not Recommended

- Rating/scoring individual observations
- Observation/feedback forms
- Written reflective questions
- Written lesson plans



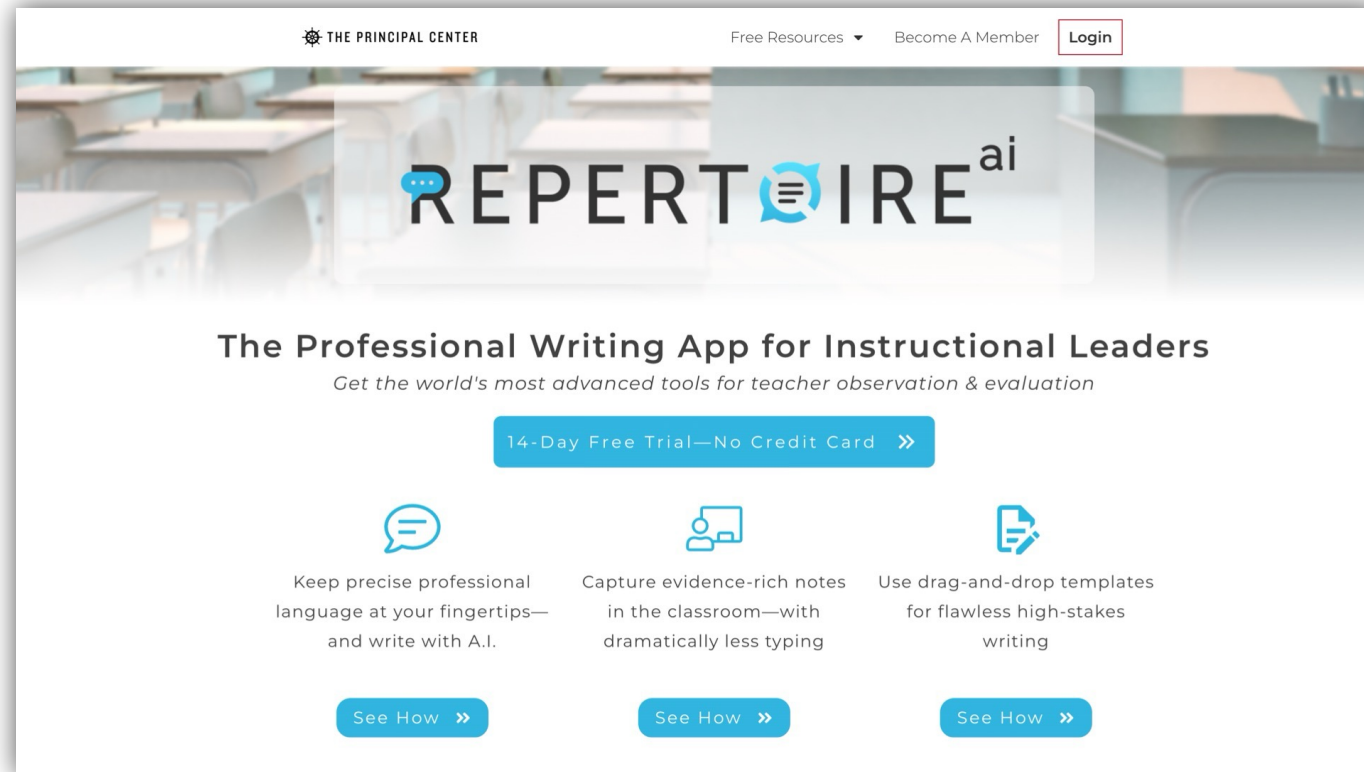
Download the Organizer



PrincipalCenter.com/eval-xls

- Staff roster
- Evaluation steps
- Practice Profiles/Buckets

Start Using Repertoire



PrincipalCenter.com/demo

