

North Dakota State University
Educational Leadership Program
Assignment: Design Comprehensive Professional Growth Plans

Description

This assignment requires you to demonstrate your ability to effectively plan and implement the steps necessary for conducting a formal classroom observation and facilitating the development of an individual professional growth plan for a teacher. You are to utilize *Enhancing Professional Practice: A Framework for Teaching* (2007) by Charlotte Danielson and other relevant works discussed in class, such as the principles of adult learning, as your guide when carrying out all aspects of this assessment. These documents can be found in the **Critical Resources** folder for this assessment.

Directions

The scenario for completing this assignment is as follows: You are the principal of a school that uses the Charlotte Danielson framework as the basis for your teacher evaluation and professional growth process. You were a member of the district-level team that made the decision to adopt this model of professional practice so you are very familiar with the domains, components, and elements contained in this particular framework for teaching. Your district has established a process that each principal must follow and created a series of forms that each principal must use to ensure consistency in the teacher evaluation and professional growth planning processes across the district.

The process that your district has established and the forms that accompany each step in the process are as follows:

Task	Form
1. Principal gives teacher a copy of the Interview Protocol for a Pre-observation (Planning) Conference Form	Interview Protocol for a Pre-observation (Planning) Conference Form
2. Principal holds a Pre-Observation (Planning) Conference with the teacher	Interview Protocol for a Pre-Observation (Planning) Conference Form
3. Principal conducts a Classroom Observation and “scripts” notes	Classroom Observation Form
4. Principal analyzes data collected during Classroom Observation	Classroom Observation Analysis Form
5. Principal gives teacher a copy of the Interview Protocol for a Post-observation (Reflection) Conference	Interview Protocol for a Post-observation (Reflection) Conference Form

Form and the Individual Professional Growth Plan	Individual Professional Growth Plan
6. Principal conducts a Post-observation (Reflection) Conference with the teacher and completes the Individual Professional Growth Plan with the teacher	Post-observation (Reflection) Conference Form Individual Professional Growth Plan

You are to carry out all the tasks and complete all the forms associated with this assessment. Once all the tasks and forms for this assessment have been completed, you are to write a 1-2 page reflective essay that describes how you incorporated adult learning principles into your work as you carried out this assessment, examines your experiences as you carried out the tasks, and extracts important lessons learned that will be of benefit to you now or in the future as an educational leader.

Interview Protocol for a Pre-observation (Planning) Conference Form

Name of Teacher _____ School _____ Date _____

Name of Principal _____

1. To which part of your curriculum does this lesson relate?
2. How does this learning “fit” in the sequence of learning for this class?
3. Briefly describe the students in this class, including those with special needs.
4. What are your learning outcomes for this lesson? What do you want the students to understand?
5. How will you engage the students in the learning? What will you do? What will the students do? Will the students work in groups, or individually, or as a large group? Provide any worksheets or other materials the students will be using.
6. How will you differentiate instruction for different individuals or groups of students in the class?
7. How and when will you know whether the students have learned what you intend?
8. What Components from our district’s Framework for Teaching should I pay particular attention to during my visit to your classroom?

Classroom Observation Form

Directions for completing this form: Script-tape what you see and hear during the classroom observation. Record what the teacher is saying and what you observe students doing. Record facts. Avoid recording inferences and judgments.

Name_____ **School**_____

Grade Level_____ **Subject/Class** _____

Observer Name_____ **Date**_____ **Time**_____

Domain 2: The Classroom Environment

Domain 3: Instruction

2a: Creating an Environment of Respect and Rapport	3a: Communicating with Students
2b: Establishing a Culture for Learning	3b: Using Questioning and Discussion Techniques
2c: Managing Classroom Procedures	3c: Engaging Students in Learning
2d: Managing Student Behavior	3d: Using Assessment in Instruction
2e: Organizing Physical Space	3e: Demonstrating Flexibility and Responsiveness

Classroom Observation Analysis Form

Directions for completing this form: Take the scripted notes from the Classroom Observation Form and place them by the appropriate Component. Locate the Element that best corresponds with your documentation (scripted notes) and put the name of that Element in the box. Review your documentation to determine what level of performance was observed during the observation and put the level in the box under Level of Performance. An example has been provided for 2d: Managing Student Behavior

Component	Scripted Notes from Observation	Element	Level of Performance
2a: Creating an Environment of Respect and Rapport			
2b: Establishing a Culture for Learning			
2c: Managing Classroom Procedures			
2d: Managing Student Behavior EXAMPLE	-Student in gray sweatshirt in second row had head down on desk for 5 minutes -Two students in front row were talking and passing notes while you were giving directions -Teacher did not respond to either situation	Monitoring of Student Behavior	Unsatisfactory
2e: Organizing Physical Space			
3a: Communicating with Students			
3b: Using Questioning and Discussion Techniques			
3c: Engaging Students in Learning			
3d: Using Assessment in Instruction			
3e: Demonstrating Flexibility and Responsiveness			

Interview Protocol for a Post-observation (Reflection) Conference

Directions for completing this form: Use effective questioning techniques to guide your discussion with the teacher. When appropriate, bring in the information from the Classroom Observation Analysis Form and discuss what you saw and heard during the observation. Incorporate the language from the various levels of proficiency in the framework with the teacher. Be prepared to share suggestions for improvement if the teacher is unable to do so.

Name of Teacher _____ School _____ Date _____

Name of Principal _____

1. In general, how successful was the lesson? Did the students learn what you intended for them to learn? How do you know?
2. If you were able to bring some samples of student work, what do those samples reveal about those students' levels of engagement and understanding?
3. Comment on your classroom procedures, student conduct, and your use of physical space. To what extent did these contribute to student learning?
4. Did you depart from your plan? If so, how and why?
5. Comment on different aspects of your instructional delivery (e.g., activities, grouping of students, materials, and resources). To what extent were they effective?
6. If you had a chance to teach this lesson again to the same group of students, what would you do differently?
7. Here are my observations about what I saw and heard in your classroom during my observation.

Individual Professional Growth Plan

Directions for completing this form: Use the information from the Post-observation (Reflection) Conference and collaborate with the teacher on determining a goal that he or she would like to reach in order to improve his or her effectiveness in the classroom. The goal should be directly related to an area of needed growth that was identified during your observation or the Post-observation (Reflection) Conference with the teacher.

Name of Teacher _____ School _____

Framework for Teaching Domain _____ Component _____

Describe your goal and reasons for choosing it.

Outline your plan to achieve this goal.

List the support or resources you need to achieve this goal.

How will you know the goal was successfully completed?

Teacher's Signature _____ Date _____

Principal's Signature _____ Date _____