Implementation DASHBOARD

Sample Walkthrough Tool Coaching Plan

Walkthrough Coaching Day Schedule

Attendees: Elementary Principal, Assistant Principal, Middle School Principal, Literacy Coach, District Curriculum Director

Led By: ELA HQIM Professional Learning Facilitator

Purpose: Norm on observation look-for and feedback specific to the ELA HQIM

Time	Grade	Activity	Focus*
8:15-9:00		Prepare for the day	Review the ELA HQIM-specific observation tool with a focus on identifying and norming on using the tool and providing feedback for 15-minute observations
9:00-9:15	Grade 2	Using the Observation Tool	Lesson: Unit 1, Lesson 19
9:20-9:35	Grade 1	Using the Observation Tool	Lesson: Unit 2, Lesson 5
9:35-9:50		Debrief	Evidence observed and initial feedback for teacher
9:55-10:10	Grade 3	Using the Observation Tool	Lesson: Unit 1, Lesson 15
10:15-10:45		Debrief	What are the most beneficial ways for leaders to deliver feedback when making 15-minute visits to classrooms?
10:45-11:00		Travel to Middle School	
11:10-11:25	Grade 5	Using the Observation Tool	Lesson: Unit 2, Lesson 1
11:25-11:30		Debrief	Evidence observed and initial feedback for teacher
11:30-12:30		Lunch	
12:30-12:45	Grade 4	Using the Observation Tool	Lesson: Unit 2, Lesson 12

*Detailed lesson plans will be printed and copied for each team member to look at and take notes on during each classroom observation.

Time	Grade	Activity	Focus*
12:45-12:55		Debrief	Evidence observed and initial feedback for teacher
12:55-1:10		Break	
1:10-1:25	Grade 7	Using the Observation Tool	Lesson: Unit 2, Lesson 6
1:30-1:45	Grade 8	Using the Observation Tool	Lesson: Unit 2, Lesson 8
1:45-1:55		Debrief	Evidence observed and initial feedback for teacher
2:00-2:30		Wrap-up Session	How can leaders use these observations to create coachable moments?

*Detailed lesson plans will be printed and copied for each team member to look at and take notes on during each classroom observation.