

Lesson Observation & Feedback - Implementation Checklist

BEFORE THE MEETING: PREPARATION		
STEP	CRITERIA	COACH REFERENCE
Leader Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Deep understanding of the grade level standards <input type="checkbox"/> Thirty minute lesson observation <input type="checkbox"/> Selection of the highest leverage action step <ul style="list-style-type: none"> <input type="checkbox"/> Right lever of action for this teacher <input type="checkbox"/> Bite-sized and can be accomplished in a week <input type="checkbox"/> Measurable <input type="checkbox"/> Transferable to other practices <input type="checkbox"/> The HOW list is collaborative <input type="checkbox"/> Targeted questions prepared <input type="checkbox"/> Appropriate videos selected & cued up 	Leader should go through the intellectual prep detailed in the Data Cycle Notes

DURING THE MEETING		
STEP	CRITERIA	COACH REFERENCE
Glows (2 min)	<ul style="list-style-type: none"> <input type="checkbox"/> Two minute maximum <input type="checkbox"/> Tied to past action steps <input type="checkbox"/> Teacher was asked to reflect 	“Last week we were working on ... and when I observed this week I saw... Excellent job...” What made this successful? What was the impact of this [positive action]?
See It (10 min)	<ul style="list-style-type: none"> <input type="checkbox"/> Appropriate exemplar chosen <input type="checkbox"/> Problem addressed directly before showing video <input type="checkbox"/> If action step clearly understood using exemplar and targeted questions, leader does not need to use teacher video to reinforce <input type="checkbox"/> Chooses effective video exemplar <input type="checkbox"/> Pre-scripts targeted questions around impact of the gap <input type="checkbox"/> Provides action step if teacher cannot reach conclusion <input type="checkbox"/> Asks why the target technique is important 	“During my observation I noticed..” “As you watch the video of --- notice how --- uses --- to ----” ⁶ “What techniques is the teacher using? What are the students doing?” “Why is [technique] important” “As you watch your video think of opportunities for...” “How could incorporating ___ in to ___ be valuable?”
Name It (5 min)	<ul style="list-style-type: none"> <input type="checkbox"/> Names action step clearly <input type="checkbox"/> Asks teacher to write down action step <input type="checkbox"/> Uses pre-scripted targeted questions to lead the collaborative creation of the “How” actions <input type="checkbox"/> Provides the “How” if teacher cannot reach conclusion <input type="checkbox"/> Has teacher write their action step in the teacher’s Action Step Tracker 	WHAT: “Your action step this week is to use ___ technique to ___” “Please write this in your...” HOW: “How will you [insert action step]?” “What will the students need to do?” “What will you need to do?” “What else?” “Another technique you will need for implementation is...”
Do It (10-15 min)	<ul style="list-style-type: none"> <input type="checkbox"/> Pre-plans practice activity <input type="checkbox"/> Provides time to the teacher to plan out practice 	“Where would be a good place to implement this in your upcoming lesson?”

	<ul style="list-style-type: none"> <input type="checkbox"/> Models when necessary <input type="checkbox"/> Gives feedback during and after practice <input type="checkbox"/> Provides 2 rounds of live practice <input type="checkbox"/> Asks teacher to reflect 	<p>"Let's quickly script out the scenario to practice live." "Let's practice your action step by (planning / going to live practice planning, etc.) "I liked how you [glow]. Let's try again and this time [add opportunity]" "What made this action/practice successful?"</p>
Follow Up (2 min)	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes clear timeline for implementation <input type="checkbox"/> Ensures accountability measure in place <input type="checkbox"/> Calendars next observation 	<p>"When could I come in to observe the implementation of this action step?" "How can you hold yourself accountable?" "I will come in [time/day] next week to watch this in action!"</p>

DELIVERY REFLECTION		
STEP	CRITERIA	NOTES
Nonverbal	<ul style="list-style-type: none"> <input type="checkbox"/> Nonverbal: Eye contact, squared up facing coach, relaxed <input type="checkbox"/> Verbal: Genuine tone, economy of language, wait time <input type="checkbox"/> Pacing: 30 minutes, complete, practice happened 	

LEADER ACTION STEP	
What:	How:

- Adapted from RELAY GSE