High-Quality Feedback District Workshop

Facilitator Preparation Guide

Tennessee Department of Education | October 2021

Table of Contents

Introduction

Evidence from the Tennessee Educator Survey indicates that educators look to their principals for feedback on their instruction, strengths, and areas of growth. Principals and district leaders also overwhelmingly share that they see instructional leadership as their primary role.

The ready-to-implement workshop provides district leaders and lead principals the tools and resources to conduct a professional learning session based on local, observer-generated data. This professional learning session is designed to support continuous, reflective improvement in the instructional leadership practices of principals and assistant principals, with the ultimate goals of improvement in teacher practice and student outcomes through well-crafted observation feedback.

This professional learning package contains all the materials needed to implement the session at the local level, including:

- a slide deck including presenter script and delivery notes, including imbedded suggestions for in-person and virtual content delivery.
- a materials file with all required handouts, including tools to support skill development for participants.
- a facilitator guide with instructions for creating a district-specific version of all materials.
- a communications file with email templates you may use when communicating with participants.

Facilitator Preparation

This guide has been created to support a seamless content delivery for any facilitator and contains:

- instructions for using the slide deck including a slide-by-slide guide for personalization
- step-by-step instructions for creating the materials for each activity
- templates for communicating with participants that provide instructions for pre-work

Please note: There are several steps involved in the preparation for this workshop including material and slide deck personalization. Please allow ample time for preparation and communication with participants.
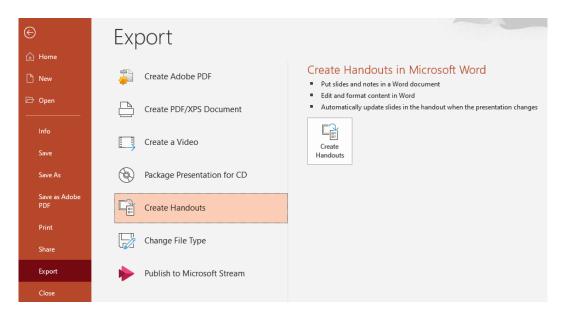
Preparing for Facilitation

Using the Slide Deck

Each slide has presenter notes imbedded in the notes section. The presenter script is in standard font, using **bold** for emphasis. Delivery notes are in *italics*.

After you have personalized the slide deck, you may wish to export the slide deck and create handouts from the slide deck to support your facilitation. The handouts feature puts the slides and notes in a Word document. You may access the export feature from the file menu.

Personalizing the Slide Deck

Instructions for preparing the handouts referenced below may be found in the *Facilitating the Activities* section of this facilitator guide.

Slide Number	Personalization/Materials Needed
Section I: Introduction	Slides: 1-3 Suggested time: 5 minutes
1	Optional: You may wish to add your name and title to this slide.
Section II: The Importance of Feedback	Slides: 4-11 Suggested time: 30-45 minutes
5 - 7	Tennessee Educator Survey (TES) Results: • Access the survey website. • Select Teacher Results. • Filter for your district and school, if desired. (If this is a district-wide workshop, you will not filter for school.) • Choose Special Topics under Results. • Screenshot or use the snipping tool to capture your district or school responses to the questions shown on each slide. • Paste screenshot/snip into appropriate slide. *Please note, if your school/district did meet the minimum district completion rate, you will not be able to access school/district level data. In this case, we suggest you use statewide responses.*
10	Have **Handout 1** (*Administrator Rubric Standard C1: Evaluation*) prepared.
11	Have **Handout 2** (*Excerpt: SBE Teacher and Administrator Evaluation Policy*) prepared.
Section III: Feedback Expectations and Analysis	Slides: 12-22 Suggested time: 30-45 minutes
13	Have **Handout 1** (*Administrator Rubric Standard C1: Evaluation*) and **Handout 3** (*Self Reflection on Feedback*) prepared.
14	Have **Handout 3** (*Self Reflection on Feedback*) prepared.
15	Have grouping strategy identified. Options for creating groups may be found in the *Preparing for Facilitation* section of this facilitator guide. Have **Handout 4** (*Feedback Examples Spreadsheet*) and **Handout 5** (*Activity: Feedback Analysis Steps*) prepared.

20	Have **Handout 5** (*Activity: Feedback Analysis Steps*) prepared.
21	The key takeaway from this discussion is that regardless of the barriers addressed, leaders must maintain strict focus on the idea **that observation feedback is a tool for improving student learning** -- and that **must** be the priority for each school and each teacher.
Section IV: Designing High-Quality Feedback	Slides: 23-27 Suggested time: 20-30 minutes
24	Have **Handout 6** (*Feedback Planning Tool*) and **Handout 7** (*Actionable Feedback Rubric*) prepared.
25	Ensure participants receive communication regarding **pre-work** required for this activity (bringing a copy of script notes from a recent observation). See the *Communicating with Participants* section of this facilitator guide. Have **Handout 6** (*Feedback Planning Tool*) prepared. *Plan for optional break at this time.*
26	Have **Handout 7** (*Actionable Feedback Rubric*) prepared.
Section V: Evaluation Trends	Slides: 28-31 Suggested time: 10 minutes
29	Area of Refinement Chart • Access the Reports tab in TNCompass. • Select Observation Refinement Breakdown from the dropdown menu under Charts. • Select the academic year. • Select the appropriate location(s) based on the participants' roles. • Select Teacher from the Educator Type dropdown menu. • Select General Educator from the rubric dropdown menu. • Select Generate. • Take a screenshot or use the snipping tool to capture the pie chart and labels generated. • Paste screenshot/snip into this slide **AND** slide 31.
30	Area of Reinforcement Chart • Access the Reports tab in TNCompass. • Select Observation Reinforcement Breakdown from the dropdown menu under Charts. • Select the academic year. • Select the appropriate location(s) based on the participants' roles. • Select Teacher from the Educator Type dropdown menu.

	• Select General Educator from the rubric dropdown menu. • Select Generate. • Take a screenshot or use the snipping tool to capture the pie chart and labels generated. • Paste screenshot/snip into this slide into this slide **AND** slide 31.
31	Resize screenshots/snips from the last two slides for this slide, displaying them side by side.
Section VI: **Putting It All** **Together**	Slides: 32-35 Suggested time: 10-15 minutes
33	If in person, have labeled charts displayed. If virtual, ensure chat feature is enabled. Have **Handout 1** (*Administrator Rubric Standard C1: Evaluation*) prepared.
34	Choose a method for the group to respond to the final question. This might be responding aloud, signaling, or adding to the chat.
35	Personalize contact information.

Providing Materials to Participants

For in person content delivery, you may choose to create a packet for each participant with hard copies of the materials arranged in order of use. For virtual content delivery, you will need to provide each participant with a file of materials arranged in order of use. We have created a file of handouts for you, numbered in the appropriate order. **Handout 2 is a spreadsheet that requires customization based on district-specific data pulls. Instructions for identifying and formatting this spreadsheet are included below and on the spreadsheet template.** All other handouts are ready to use from the file provided in this professional learning package.

These materials include:

- Handout 1 - Administrator Rubric Standard C1: Evaluation
- Handout 2 - Excerpt: SBE Teacher and Administrator Evaluation Policy
- Handout 3 - Self Reflection on Feedback
- Handout 4 - Feedback Examples Spreadsheet
- Handout 5 - Activity: Feedback Analysis Steps
- Handout 6 - Feedback Planning Tool
- Handout 7 - Actionable Feedback Rubric

Facilitating the Activities

Activity 1: Document Review

Slides Involved	9-10
Handouts Required *(Found ready to use in materials file included in the professional learning package materials.)*	Handout 1 - Administrator Rubric Standard C1: Evaluation Handout 2 - Excerpt: SBE Teacher and Administrator Evaluation Policy
Facilitator Considerations	Do not call participant attention to Standard C1 prior to the discussion regarding the quote.

Activity 2: Expectations for Feedback

Slides Involved	13-14
Handouts Required *(Found ready to use in materials file included in the professional learning package materials.)*	Handout 1 - Administrator Rubric Standard C1: Evaluation Handout 3 - Self Reflection on Feedback
Facilitator Considerations	None

Activity 3: Feedback Analysis

Slides Involved	15-21
Handouts Required *(**Sample spreadsheet** and **instructions for district personalization** included in the professional learning package materials.)*	Handout 4 – Feedback Examples Spreadsheet Handout 5 – Feedback Analysis Steps To personalize the spreadsheet with district data: 1. **Download** the "Observation Data Export" report from TNCompass. 2. **Download** the "Evaluation Score by Educator" report from TNCompass. 3. From the "Observation Data Export" report, **copy** columns G, AR, AS, AT, and AU (Teacher Name, Reinforcement Area, Reinforcement Notes, Refinement Area, Refinement Notes). **Paste** this information into a new spreadsheet. Select approximately 8 teachers' records per participant group to use. (You will assign rows to each group for review. The larger the group, the more evaluator records are needed.) Be sure to capture all observations associated with each teacher, keeping those records together. You may delete any remaining records. 4. From the "Evaluation Score by Educator" report, **match** the educators' LOE scores, growth scores, and observation scores

	to their records. Ensure you are matching the data to the correct name.
	5. **Change** the teachers' names to numbers. Use the same number for each line associated with a given teacher.
	6. Use the "**hide**" feature to hide the areas of Reinforcement Area and Refinement Area columns. They will be revealed during the activity.
	7. Remove identifying information such as name/gender of teacher or observer, school or class name, etc.
	8. **For assistance with this process, contact TEAM.Questions@tn.gov.**
	*Note: When selecting teacher records, be sure the sample represents **all evaluators** in the district, all or most **grades and subject areas**, and **every observer** in the district when feasible.*
Facilitator Considerations	Prior to this activity, identify a grouping strategy. If delivering the content **in-person or if using virtual breakout rooms**, divide participants into groups of 5-8 individuals. Ideally, group members will represent a variety of schools and grade bands. Each group should have a set of data to review. The data should represent all grade bands and subject areas. If possible, each group should have a different data set, but a single data set may be used for all groups. If the delivery is **in-person with a small group or virtual without breakout rooms**, provide participants with a single data sets for everyone to review. The data should represent all grade bands and subject areas.

Activity 4: Planning Feedback

Slides Involved	24-27
Handouts Required *(Found ready to use in materials file included in the professional learning package materials.)*	Handout 6 - Feedback Planning Tool Handout 7 - Actionable Feedback Rubric
Facilitator Considerations	The key takeaway for this set of slides is that **proficient** (level three on this rubric) is the goal for today, but the follow-up required for distinguished (level four on this rubric) may likely represent a significant change in practice. **It may take some time and practice to incorporate distinguished level feedback into daily practice.** The implementation is easy to write but not as easy to complete – **but the outcome of improved student gains is worth taking time to truly support teachers.**

Activity 5: Putting It All Together

Slides Involved	33
Handouts Required *(All found in materials file included in the professional learning package materials.)*	Handout 1 - Administrator Rubric Standard C1: Evaluation
Facilitator Considerations	**If in-person**, ensure post-it notes and/or markers are available for each group and labeled charts/locations are easily visible and accessible for participants. **If virtual,** ensure chat is enabled and monitored. You may wish to use a co-facilitator to monitor and respond to the chat.

Communicating with Participants

The communications file has templates for emails you may choose to use with your participants. These include:

- Invitation to Participants (initial email)
- Reminder for Participants with Materials File (second email)
- Workshop Follow-Up (final email)

For Additional Support

Thank you for engaging with the High-Quality Feedback Professional Learning Package. With questions or implementation support for this workshop, please contact TEAM.Questions@tn.gov.