



Observation Norming

Session: Calibrating Observation Scores and Feedback

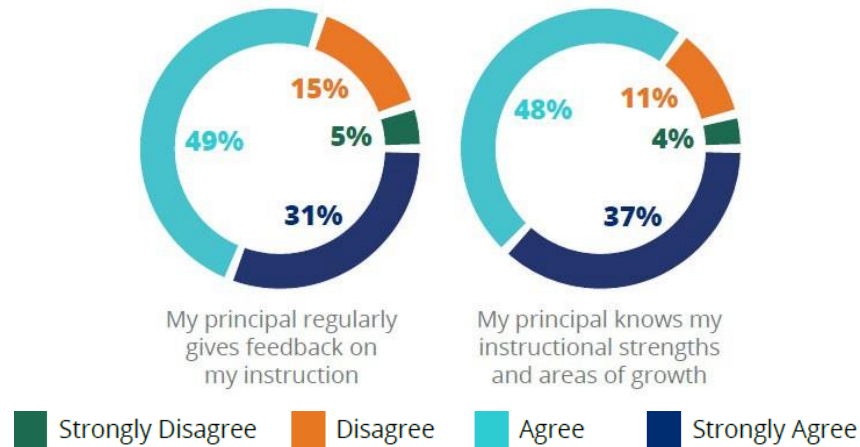
Facilitator Preparation Guide

Tennessee Department of Education | October 2021



Improving Instructional Leadership

In Spring 2020, the Tennessee Educator Survey asked teachers if their principal displayed specific instructional leadership characteristics, including giving feedback and being knowledgeable of individual teacher strengths and weaknesses. Most indicated that they do look to their school leaders for instructional leadership.



Principals themselves also overwhelmingly shared that that they see instructional leadership as their primary role (96%) and that their district leadership sees it as their primary role (95%). This workshop is designed to support continuous, reflective improvement in the instructional leadership practices of observers, with the ultimate goals of improvement in teacher practice and student outcomes.

In this professional learning package, you will find:

- A facilitator materials file containing
 - the session slide deck with presenter notes and delivery script
 - instructions for the calibration activity
 - videos links and associated scoring notes for use in the calibration activity
- a communications file with
 - email templates you may use when communicating with participants
 - a participant feedback survey
- a participant materials file with all required participant documents labeled in order of use
- this facilitator guide with instructions for creating a district-specific version of all materials

Facilitator Preparation

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

- instructions for using the slide deck
- step-by-step instructions for creating the materials for the calibration activity
- templates for communicating with participants

Materials Not Provided:

- Highlighters
- Chart paper
- Markers

Using the Slide Deck

- I. Each slide has the presenter script and delivery notes imbedded in the notes section. The presenter script is in standard font, using **bold** to call out specific action. Facilitator notes are in *italics*.

Norming: Understanding the Performance Levels

- Access the **Performance Levels** document.
- **Individually**, read the performance levels and **highlight** key phrases.
- With a **partner**, **compare** highlights, identifying **similarities and differences**.
- **Share** your thoughts with the **table**.

Note to facilitator—animated slide**—DO NOT REVEAL WORDS UNTIL YOU HAVE GIVEN ORAL INSTRUCTIONS.*

Say:

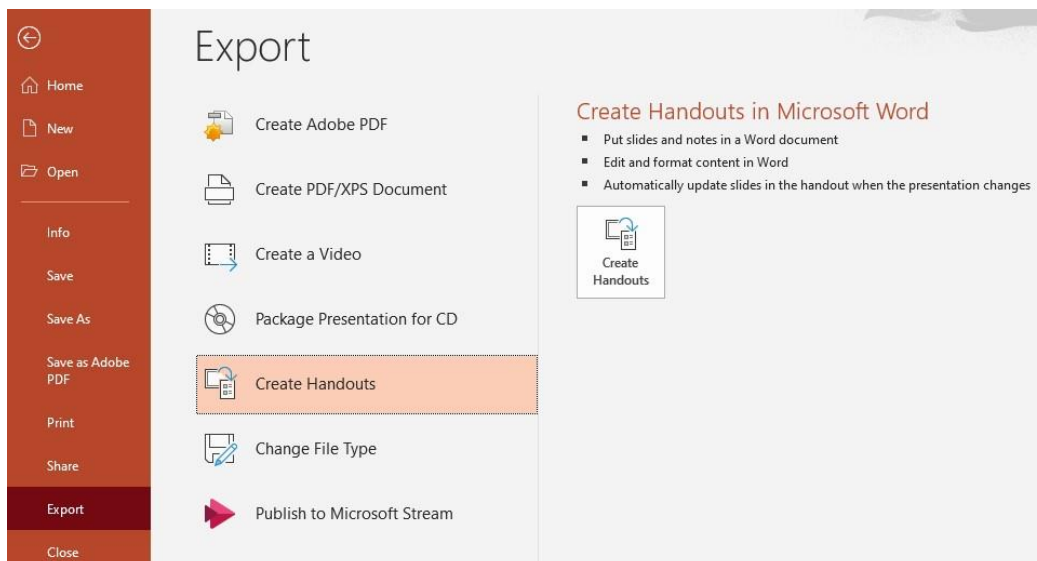
- First, access the Performance Levels document.
- Next, you will read the performance levels and highlight key phrases, individually.
- Then, you will compare your highlights with a partner and discuss differences and similarities.
- Finally, as a table, share your thoughts.

We will take approximately 6 minutes to do this.

[Reveal written instructions and pause for reading.]

Say: The instructions are now on the slide. What questions might you have? **[pause]** Please begin.

- II. 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.



Suggested Facilitation

Section	Preparation/Materials Needed
Section I: Introduction	Slides: 1-5 Suggested time: 5-7 minutes Facilitator may wish to add name and title to slide one.
Section II: Step One: Understanding the Performance Levels	Slides: 6-10 Suggested time: 15-20 minutes Participants will need the Performance Levels document. If on paper, they will also need a highlighter.
Section III: Step Two: Understanding the Descriptors	Slides: 11-14 Suggested time: 30-45 minutes Participants will need the TEAM General Educator Rubric . If on paper, they will also need a highlighter. Facilitator will need the Standard and Objectives Script . Facilitator may wish to pre-create a chart to document thinking and post it after sharing the thinking on the script.
Section IV: Step Three: Calibration of Scores	Slides: 15-18 Suggested time: Will vary based on video selected. Allow 60-90 minutes. Participants will need the TEAM General Educator Rubric and be prepared to script the pre-selected lesson video. Participants will need markers for final charting. Facilitator should pre-select the video and have the TN raters' scores and evidence ready for the debrief. Facilitator should prepare the chart for the calibration activity.
Preparing the Calibration Activity	Handouts Required: Handout 2 – TEAM General Educator Rubric Facilitator Considerations: Follow the instruction on the Calibration Activity Norming Charts document. This document includes pictures for each step. <i>Participant instructions are included in the slide notes.</i>
Section V: Step Four: Identifying Areas of Reinforcement and Refinement	Slides: 16-26 Suggested time: 25-35 minutes Participants will need their notes from the video and the Observation Feedback Document template.
Section VI: Step Five: Creating Teacher Support Plans	Slides: 27-30 Suggested time: 20-25 minutes Participants will need their notes from the video and the Observation Feedback Document template. The Sample Observation Feedback Document template may be a useful resource.

Section VII: TEAM Best Practices: Administrator Connections	Slides: 31-32 Suggested time: 10 minutes Participants will need their notes from TEAM Administrator Rubric .
Section VIII: Wrap Up	Slides: 33-37 Suggested time: 10 minutes Facilitator may wish to have participants complete the Norming Session Feedback Survey during this section. Survey is found in the communications file.

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. If you choose to use digital materials, you will need to provide each participant with a file of materials arranged in order of use. We have created a participant for you with the resources numbered in the appropriate order.

These materials include:

- Handout 1 – Performance Levels Document
- Handout 2 – TEAM General Educator Rubric
- Handout 3 – Observation Feedback Document Template
- Handout 4 – Sample Observation Feedback Document Template
- Handout 5 – TEAM Administrator Rubric

Communications Templates

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 Observation Norming Session: Calibrating Observation Scores and Feedback workshop. With questions about or support for delivering this content, please feel free to reach out to TEAM.Questions@tn.gov.