

Pre-requisite

Module 1 Prepare

Module 2 Visit

Module 3 Follow Up

Coaching (opt in)

Asynchronous
Oct 1-15, 2023
(online, 1-2 h)

- Vision
- Rationale
- Key terminology
- What the experts say
- Connection to ACLS educational leadership policies and indicators of program quality (IPQ)
- PD series overview
- Class visit toolkit overview

Asynchronous
Oct 15-Oct 30, 2023
(online, 1-2 h)

- Components of the preparation process
- Shared understanding of high-quality instruction

Homework

- self-assessment using the What to Look for (WtLf) Guides
- data summary table
- submit **by Nov 15, 2023**

Synchronous
Nov 16, 2023
10am-2 pm
(online, 4 h)

- The 3 Rs (rigor, relevance and relationship)
- Connecting the 3 Rs to the WtLf Guides

- Establish a focus for class visits (using the *I do, We do, You do* model)

Homework

- Select a class to observe
- Submit google form **by Dec 1, 2023**

Asynchronous
Nov 17-Dec 15, 2023
(online, 1-2 h)

- Components of the visit process

- What the experts say:
 - Low-inference notes
 - Rigor/high help-high expectations

- Observation of remote instruction
 - Digital literacy continuum
 - Using vs. integrating technology

Synchronous
Jan 26, 2024 (in person, 5 h); location TBD
10 am-3 pm
Snow date: Feb 1, 2024

- Preparing to observe a class: think aloud
- 5 Essentials of high-quality note-taking (HQNT)
- Deeper dive into low-inference note-taking
- Note-taking approaches
- Practice:
 - Observing instruction (including remote)
 - Taking and analyzing notes

- Action plan

Homework:

- Observe a class, take observation notes, analyze notes
- Bring notes to module 3

Feb 1-Mar 6, 2024
(online; 1-2 h)

- Components of the follow up process
- How program leaders can change teacher practice
- Types of feedback
- Equity pause

Synchronous
Mar 7, 2024
10 am-2 pm
(online; 4 h)

- Reflection on note-taking experience
- Rationale for sharing notes with teachers
- The *how to* of preparing to meet with teacher:
 - check for alignment to standards
 - evidence-based questions, asset-based language, clarifying and mediational questions
- Action plan and final reflections

March 7-May 30, 2024

- Application of learning:
 - Observe 1-3 classes applying the knowledge from this PD series
 - Work with SABES coaches to conduct these class visits and get guidance and support on each stage of the observation process

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