

Instructional Awareness Walks Protocol Process Guide

This overview is to inform school leaders what to expect from the review process.

Purpose: To support a school in the process of establishing and sustaining effective Coherent Instructional and Supportive Learning Environment Systems.

Goal: Impact student learning by collaborating with a school to improve instruction.

Part I- Determining Current Level of Instructional Practice Led by School and District Improvement (SDI) Team

Process:

- Conduct classroom observations
- Summarize the data and establish next steps
- Present data and next steps to principal
- Schedule date for follow-up with another protocol implementation visit (if necessary)

Observation Protocol:

- SDI team observes multiple classrooms
- SDI team collates the data and develops next steps
- SDI team shares data summary with school leadership

Support to School from Protocol:

- Create a summary report (SDI)
- Work with school leadership to analyze the data and develop next steps (SDI and School)
- Build a protocol for the administrative team to begin to implement effective monitoring and establish expectations for a sustainable coherent instructional system (SDI and School)
- Create school improvement questions (see examples below) to guide the work outlined within the summary report (School)

Part II- Building Effective Instructional Practice Led by school administrative team

Process:

- Review all data:
Instructional Awareness Walks Observations
- Focus on Student Learning:
What did you notice about student learning?

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Which grade levels/content areas appear to be closer to your expectations and why?
What practices align to your focus or have an impact on student learning?

- **Align to the District:**
 - What are your districts' expectations for this process?
 - What resources are available to you and your staff towards full implementation?
 - How will you align your work with the district approach towards instructional practices?
- **Define Coherent Instructional System:**
 - What is your vision for effective instruction at your school?
 - What resources do you need to fully develop your implementation plan?
 - Develop a protocol:
 - What do we want student to know? (Curriculum/ pacing)
 - How do we know they learned it? (Assessment/ data)
 - What do we do when students do not learn it? (MTSS process)
 - What do we do when student do learn it? (Enrichment)
 - What "common commitments" could you define for your staff towards this expectation?
 - Does this align with the vision/mission of your school and your beliefs on how students learn?
- **Define Supportive Learning Environment System:**
 - What is your vision for a supportive learning environment at your school?
 - What resources do you need to fully develop your implementation plan?
 - Develop a protocol:
 - How do we support and sustain a learning environment where students feel safe and comfortable? (School climate)
 - What do we do when students struggle to learn? (MTSS process)
 - What do we do when students want to accelerate their learning? (Enrichment)
 - What "common commitments" could you define for your staff towards this expectation?
 - Does this align with the vision/mission of your school and your beliefs on how students learn?
- **Monitoring**
 - What processes are non-negotiable?
 - Who will monitor and how frequently?
 - What will feedback look like?
- **Reflection**
 - Continuously ask:
 - What is going well and how do we know our students are learning?
 - What is not going well?
 - What are our roadblocks for student success?
 - What do we need to refine?
 - What do we need to do differently?

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Part III- Monitoring Effective Instructional Practice Led by SDI team

Protocol Components:

1. Team Orientation (use GSCI Rating Rubric, Instructional Awareness Walks Observations tool)
2. Instructional Awareness Observations (use Instructional Awareness Walks Observations tool)
3. Summarizing of data (use Instructional Awareness Walks Summary tool)
4. Develop next steps (use Instructional Awareness Walks Summary tool)
5. Present summary to principal (use GSCI Rating Rubric, Instructional Awareness Walks Summary tool, and Instructional Awareness Walks Overview)

Before the Protocol:

1. Schedule date(s) with school for protocol implementation
2. Obtain master schedule
3. Build a team and provide training to team
4. Schedule observations. Length of protocol implementation is 1 day.
5. Provide team with tools (Agenda/ Schedule, school map, appropriate number of copies of observation tools)

During the Protocol:

1. Meet the principal and introduce to team
2. Calibrate the team on all tools and assignments before beginning the protocol
3. Conduct observations (see Observation Process)
4. Summarize the data with the team
 - Collate observation data
 - Solicit feedback from team
5. Develop next steps with team

After the Protocol:

1. Complete summary report
2. Present summary report to principal
3. Collaborate with principal to determine SDI support of next steps
4. Schedule date for next protocol to monitor progress of Instructional Awareness Walks Protocol

Observation Process:

- One team member is assigned to each targeted classroom.
- Record observations on the Instructional Awareness Walks Observations tool.
- Observations should last no more than 15 minutes.
- Team members do not participate in or offer feedback during the observed lesson.
- Team members do not make reference to a specific teacher's name unless a student is in danger.
- Return Instructional Awareness Walks Observations tools to Protocol Lead at end of observation sessions for compilation.