

Teacher Feedback Protocol

| Process | Time | Person(s) |
|--|------------|-----------------|
| <p>Clarification Following a separate classroom observation, the admin asks clarifying questions for supporting their feedback; the teaching staff makes clarifications.</p> | 2 Minute | Admin & Teacher |
| <p>Affirmations: “I Saw…” Admin begins the conversation by validating good teaching practice and sharing what they saw in alignment with performance expectations; the teaching staff listens.</p> | 3 Minutes | Admin |
| <p>Sharing Concerns: “I Wonder…” Admin kindly shares concerns (lacks follow-through of the performance expectations or needs further development); the teaching staff listens.</p> | 3 Minutes | Teacher |
| <p>Providing Assistance: “Consider using…” Admin shares ideas, strategies resources for improving teaching practice; the teaching staff listens and may respond.</p> | 3 Minutes | Teacher |
| <p>Reflection and Open Conversation The teaching staff expresses what they heard from Admin and steps they will take to make improvements; both admin and teaching staff may engage in open conversation.</p> | 5 Minutes | Admin & Teacher |
| Total | 16 Minutes | |