

# Form 6: LEPG Postobservation Protocol

## Purpose

The purpose of the principal postobservation meeting is for the principal and supervisor to review observation evidence and share feedback.

### ***Preparing for the Conversation***

#### *Supervisor will...*

- Review observation notes and their alignment to MSFE LEPG Rubric indicators.
- Review the postobservation questions and make note of any additional questions or alignment with professional goals (Part 1).
- Identify areas of strength and opportunities for growth by citing evidence from observation (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

#### *Principal will...*

- Review and prepare answers to the postobservation questions (Part 1).
- Collect and review documents related to the observation.
- Identify areas of strength and opportunities for growth from the observation and analysis of evidence (Part 2).
- Jot down notes and ideas on a plan for growth (Part 3).

### ***During the Conversation***

#### *Supervisor will...*

- Ask questions and take notes on the conversation (Part 1).
- Share evidence, alignment, strengths, and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth for the principal based upon the conversation and assessment (Part 3).

#### *Principal will...*

- Share responses to the questions and share documents from the observation (Part 1).
- Use evidence to identify strengths and opportunities for growth (Part 2).
- Collaboratively identify and document a plan for growth (Part 3).

At the end of the conference, the supervisor and principal will receive a signed copy of the completed documents, which includes planning for growth.

## Part 1: LEPG Postobservation Conversation

Principal Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date of principal observation:	Length of observation:
Date of conference:	Time of conference:

**Instructions:** Principal should review the questions that follow and prepare responses for the postobservation conversation. Responses can be submitted electronically or in writing prior to the conference. During the conference, the principal and supervisor will discuss the questions and share any relevant evidence.

1. In general, what was successful about the TEPG postobservation conference with the teacher? Comment on the professional environment (e.g., interactions, questions asked, responses given) and feedback delivery (e.g., use of evidence, focus on instruction). To what extent was the feedback effective (e.g., deepened teacher reflection, changed instruction)?
  
2. Did the teacher engage in the TEPG postobservation conversation? Did the teacher take away what you intended? How do you know?
  
3. If you had a chance to do this again, what would you do differently, from planning through execution?
  
4. Where the teacher struggled with the feedback, what will you do next time to ensure the teacher is able adjust instruction to elevate his or her performance? What did you learn about the teacher and your approach as a result of this postobservation conference?

## Part 2: Instructional Feedback Observation Analysis

### Instructional Feedback Observation Ratings (Formative)

Observation Indicator	Rating
1. Use of Evidence and TEPG Rubric	
2. Professional Environment	
3. Deepening Thinking	
4. Focus on Instruction	
5. Preparing Teachers to Engage	
6. Planning for Improvement	

### Areas of Strength and Opportunities for Growth

**Instructions for Supervisor:** In the boxes below, identify two or three strengths that you noted during the observation, citing evidence from observation notes or evidence submitted by the principal. Then, identify one or two indicators to prioritize for growth.

MSFE LEPG Rubric Standards	Evidence of Strengths	Opportunity for Growth (By Indicator)
3: Teaching and Learning		
5: Culture		

## Part 3: LEPG Postobservation Next Steps

**Instructions:** Prior to the LEPG postobservation conference, the principal and supervisor can separately jot down answers to guiding questions in the box. Use this information to determine the most appropriate opportunity for growth and plan for the growth using the template that follows.

As determined by the principal's professional goals, the observation evidence, and analysis in Part 2, which indicator(s) should be the focus for growth in the next 30 days? What professional development opportunities and support would be most helpful to promoting growth?

### Planning for Growth

**Indicator(s) of focus:** \_\_\_\_\_

**Plan/goal** (write a short statement of the plan or goal to improve practice):

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**Support needed** (list support, resources, or materials that are needed to implement the plan/goal):

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**Identified Resources** (identify resources and materials that are available to support implementation):

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**Monitoring Progress** (write a short statement that describes how progress of the plan will be monitored and shared):

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*Signing below indicates that the postobservation meeting took place and all parts of the protocol have been completed. A signed copy should be provided to the principal.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_