

Observing Excellence:

Developing Observation, Coaching, and Collaborative Feedback Practices that Foster Growth



This checklist is designed to simplify the process of building and enhancing principals' and instructional leaders' observation and feedback practices. Foster professional growth among educators while nurturing a supportive school culture.

1. Pre-Observation Preparation:

- Clearly define the purpose and scope of the observation process
- Develop a framework for observations that aligns with school goals
- Establish communication channels for sharing observation goals with teachers

2. Types of Feedback:

- Include formative feedback for ongoing professional development
- Provide summative feedback for comprehensive evaluations
- Explore peer-to-peer feedback opportunities for collaborative growth

3. Internal Discussion for Program Development:

- Define the key objectives of your observation, coaching, and growth program
- Determine how to align the program with professional development goals
- Identify any specific areas of focus for targeted improvement

4. Communication Strategies:

- Clearly communicate the purpose and benefits of the observation, coaching, and growth program to teachers
- Establish open lines of communication for feedback and questions
- Develop a communication plan to keep stakeholders informed throughout the process

5. Professional Growth Opportunities:

- Conduct collaborative goal-setting exercises with staff
- Offer coaching and mentorship programs to support growth
- Explore external partnerships for additional development resources

6. Internal Collaboration:

- Foster collaboration among instructional leaders/coaches for consistent practices
- Encourage sharing of best practices and successful strategies
- Establish regular meetings for ongoing program review and improvement

7. Technology Integration:

- Explore technology tools that facilitate observation data collection
- Implement a secure platform for storing and organizing observation notes
- Ensure teachers have access to digital resources for self-reflection

8. Differentiation in Feedback:

- Tailor feedback to individual teacher needs and growth areas
- Differentiate between novice and experienced teacher feedback
- Consider varied formats, such as written, verbal, and collaborative feedback sessions

9. Continuous Improvement Strategies:

- Regularly assess the effectiveness of your growth program
- Collect feedback from teachers and instructional leadership for improvements
- Implement changes based on insights and identified areas for enhancement

10. Cultural Considerations:

- Promote a positive and growth-oriented culture surrounding educator growth
- Acknowledge and celebrate achievements and improvements
- Ensure the program aligns with the overall school culture and values

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