

Chapter Six: Using the Tools Activity

Observation Planning Checklist

After staff has been introduced to identity safety, observing classroom practice will help lead to a congruent implementation. It is important to communicate with staff about how you plan to perform these observations. We recommend creating a plan for observations that is qualitatively different from evaluation observations. Also, ensure staff that as you work toward identity safe practices, you are learning along with them.

1. Explain your process for identity safe observations to the entire staff:
 - a. What is your purpose?
 - b. How will you carry out the observations? Will you hold preconference and debriefing sessions?
 - c. Who will observe? Will you go alone? With other administrators? With coaches?
 - d. How will feedback be given?
2. Identify an observation tool (see Appendix D: Identity Safe Classroom Observation Form).

3. How will you share some of your noticings anonymously with the full staff?
4. Will you follow your observations with peer observations? Explain your process:
 - a. What tools will you use?
 - b. What structure will you develop (e.g., rotating substitutes)?
 - c. How will you teach feedback strategies?