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.

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

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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?