

Facilitator's Guide Agenda Outline

School Improvement Guide

TIME	Content	RESOURCES
	<p>Objectives:</p> <ul style="list-style-type: none"> • Become familiar with your school's TELL data and Web site. • Understand the drill down process in order to analyze the data. • Be able to unpack, disseminate and discuss working conditions data to create action items for school improvement. • Engage in a process to improve working conditions in the school for all teachers. 	
<p>30 -60 Min.</p>	<p>Set Up and Preparation:</p> <p>Room should be set up so participants can work in small groups.</p> <p>Posters:</p> <ul style="list-style-type: none"> ❖ Consensogram ❖ What's working feedback poster ❖ Large versions of the School Improvement Initiative poster should be available for each table <p>Both the handout packet and the worksheet packet should be on tables.</p> <p>Post it's should be on the table.</p>	<ul style="list-style-type: none"> • Name tags • Power point • Participant's packets • Copies of the summary report • Timer • Chimes ☺ • Post it's • Posters
<p>25 min.</p>	<p>Welcome and Connector:</p> <p>STEPS:</p> <ol style="list-style-type: none"> 1. Welcome and Introductions 2. Check on availability of Summary Report 3. State Objectives 4. Review Agenda 5. Establish meeting Norms 6. Create Day and Night Partners 7. Connector - Construct Reflections Activity 	
<p>30 min</p>	<p>Set Context :</p> <p>STEPS:</p> <ol style="list-style-type: none"> 1. Rationale-Why did you take the survey? 2. What we know about Teaching Conditions 3. Long term process, not a 1 shot deal 	

	<p>4. Read and Discuss “Using the Survey Results Effectively” (pg. 9-11)</p>	
20 – 30 min.	<p>About the TELL Drill Down Process: STEPS:</p> <ol style="list-style-type: none"> 1. Go over the basic drill down process (graphic) 2. Looking at the TELL website – types of reports 	
20 min	<p>Determine a Construct: STEPS:</p> <ol style="list-style-type: none"> 1. Use indicator questions to see the big picture 2. Prioritize Constructs 3. Choose 1 to examine in depth 	
30 min.	<p>Examine Items within the Construct: STEPS:</p> <ol style="list-style-type: none"> 1. Examine each item within your chosen construct. <ol style="list-style-type: none"> a. Explain the table. b. Explain the item work sheet. 2. Walk through the Detailed Report. 	
60 min.	<p>Item Analysis: STEPS:</p> <ol style="list-style-type: none"> 1. Process for Analyzing an Item overview 2. What’s working / what’s not explanation and example 3. Participant fill in chart 4. What’s Ideal / Challenges – explanation and example 5. Participants fill in Graffiti wall 	
45 min.	<p>Individual Item Prompts: STEPS:</p> <ol style="list-style-type: none"> 1. Explain prompt pages for each item 2. Choose groupings 3. Choose facilitator, reporter , recorder 4. Work time 5. Share out about the PROCESS 	
45 min.	<p>Action Plan: STEPS:</p> <ol style="list-style-type: none"> 1. Explain action plan worksheet 	

	<ol style="list-style-type: none">2. Create 1 action item3. Work time4. Share out	
10 min.	Closure: STEPS: <ol style="list-style-type: none">1. Final remarks2. Evaluation	