



Colorado Teaching Conditions School Improvement Guide

Facilitator's Guide Agenda Outline



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Time	Content	Materials
	<p><i>Objectives:</i></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 teaching conditions data to create action items for school improvement • Engage in a process to improve teaching conditions in the school for all teachers. 	
<p>30-60 Minutes</p>	<p><i>Set Up and Preparation:</i></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 Minutes</p>	<p><i>Welcome and Connector:</i></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 	

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<p>30 Minutes</p>	<p><i>Set Context :</i></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 4. Read and Discuss “Using the Survey Results Effectively” (pg. 9-11) 	
<p>20-30 Minutes</p>	<p><i>About the TELL Drill Down Process:</i></p> <p>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 	
<p>20 Minutes</p>	<p><i>Determine a Construct:</i></p> <p>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 	
<p>30 Minutes</p>	<p><i>Examine Items within the Construct:</i></p> <p>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. 	
<p>60 Minutes</p>	<p><i>Item Analysis:</i></p> <p>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 	

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<p>45 Minutes</p>	<p><i>Individual Item Prompts:</i></p> <p>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 	
<p>45 Minutes</p>	<p><i>Action Plan:</i></p> <p>STEPS:</p> <ol style="list-style-type: none"> 1. Explain action plan worksheet 2. Create 1 action item 3. Work time 4. Share out 	
<p>10 Minutes</p>	<p><i>Closure:</i></p> <p>STEPS:</p> <ol style="list-style-type: none"> 1. Final remarks 2. Evaluation 	

About the New Teacher Center

The New Teacher Center is a national organization dedicated to improving student learning by accelerating the effectiveness of teachers and school leaders. NTC strengthens school communities through proven mentoring and professional development programs, online learning environments, policy advocacy, and research. Since 1998, the NTC has served over 49,000 teachers, 5,000 mentors, and touched millions of students across America.



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