**Artifact: Supervision and Observation of Common Planning**

**Activity 1:** Supervise common planning, observe teachers, teach upcoming lessons, and give feedback.

**Date:** Throughout the week, culminating on June 6, 2024

**Alignment with Standard:** This activity aligns with ELCC Standard 2.2 by ensuring that the school's curriculum is comprehensive, rigorous, and coherent. By supervising common planning sessions, observing teachers, and providing feedback on upcoming lessons, school leaders can guide the development and evaluation of instructional programs that meet high standards and effectively support student learning. This continuous process of planning, observation, and feedback helps to refine teaching strategies, ensure curriculum alignment with educational goals, and foster a collaborative culture among educators, ultimately enhancing the quality of education provided to students.

**Artifacts:**

1. **Planning Session Notes:**

**Observation Summary:**

Throughout the week, I observed common planning sessions led by the assistant principal, focusing on how the administration interacted with the team. This daily observation provided a comprehensive understanding of effective leadership practices in guiding teachers during common planning periods.

**Key Observations:**

The administration consistently started each session with the established norms:

* **One Mic:** Ensuring only one person speaks at a time, promoting attentive listening.
* **Light Snacks Allowed:** Creating a relaxed atmosphere conducive to collaboration.
* **No Cell Phones:** Minimizing distractions to maintain focus on the discussion.
* **Participation:** Encouraging active engagement from all team members.

Adherence to these norms created a structured environment that facilitated productive and respectful discussions. This approach underscores the importance of maintaining a structured framework and clear expectations, which are beneficial even when working with adults.

**Importance of Structure and Reminders:**

It became evident throughout the week that structure and consistent reminders are crucial in maintaining effective meetings. Clear expectations and transparency, combined with an open-minded approach, are key to maximizing the effectiveness of common planning periods. The administration’s method of fostering an inclusive and focused environment encouraged meaningful participation and ensured that the planning sessions were both productive and collaborative.

**Details of Planning Sessions:**

**June 3, 2024:**

* **Topics Discussed:** Upcoming lesson plans, integration of new curriculum standards, and student assessment strategies.
* **Decisions Made:** Agreement on a unified approach to lesson delivery and assessment methods.
* **Instructional Strategies Planned:** Incorporation of differentiated instruction and collaborative learning activities.

**June 4, 2024:**

* **Topics Discussed:** Review of student performance data, identification of areas needing improvement, and strategies for student engagement.
* **Decisions Made:** Implementation of targeted interventions for students requiring additional support.
* **Instructional Strategies Planned:** Use of formative assessments and interactive teaching methods.

**June 5, 2024:**

* **Topics Discussed:** Planning for upcoming parent-teacher conferences, sharing best practices for parent engagement, and discussing challenges faced by teachers.
* **Decisions Made:** Development of a standardized communication plan for parent-teacher interactions.
* **Instructional Strategies Planned:** Emphasis on creating inclusive classroom environments and fostering positive student-teacher relationships.

**June 6, 2024:**

* **Topics Discussed:** Finalizing lesson plans for the following week, reviewing the impact of implemented strategies, and planning professional development opportunities for teachers.
* **Decisions Made:** Selection of professional development topics based on teacher feedback and student needs.
* **Instructional Strategies Planned:** Focus on continuous improvement and reflection on teaching practices.

**Impact on Leadership Development:**

This week-long observation and participation in common planning sessions provided valuable insights into effective team leadership and the importance of structured planning. The experience highlighted the significance of maintaining clear expectations and fostering an environment where collaboration and open communication are prioritized. By adopting these practices, school leaders can create a positive and productive planning culture that supports both teachers and students in achieving educational success.

**Next Steps:**

* Continue to observe and participate in common planning sessions to further develop leadership skills.
* Provide ongoing feedback and support to teachers to enhance instructional practices.
* Implement strategies observed during the week to improve common planning sessions and overall school curriculum alignment.

This comprehensive approach to supervising and participating in common planning sessions helps ensure that the school's curriculum remains rigorous, coherent, and aligned with educational goals, ultimately enhancing the quality of education for all students.