**Sample 1**

**Admin Primary Belief:** Classroom Observation, Observation Writing, and Observation Feedback Time are not to be interrupted (see Admin Point Person) **and**

Quick Feedback (within a day)

**Admin Secondary Belief:** Important for Admin to observe, norm, write, give feedback together at least once a wk (see Wed pds 5/6, Thurs pd 2) **and**

Mondays are for meetings and planning the week out **and**

An extra period a week should be scheduled for both Observation Writing and Observation Feedback time.

**Principal Preference:** Observe 1 Period (2-3 classes), then write immediately following.

**AP Preference:** Observe a few periods then spend a few periods writing.

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| **Pd** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |
| **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** |
| **1** |  |  | **Admin Point** | **Classroom Obs 1** |  |  | **Obs Feedback 1** | **Admin Point** | **Admin Point** | **Obs Writing 3** |
| **2** | **Instructional Focus Walkthrough** | | **Admin Point** | **Classroom Obs 2** |  |  | **Collab Obs Feedback 1** | | **Admin Point** | **Obs Writing 4** |
| **3** | **Advance Obs Progress Mtg** | | **Admin Point** | **Obs Writing 1** | **Classroom Obs 1** | **Admin Point** | **Classroom Obs 2** | **Admin Point** | **Admin Point** | **Obs Feedback 4** |
| **4** |  |  | **Admin Point** | **Obs Writing 2** | **Obs Writing 1** | **Admin Point** | **Obs Writing 2** | **Admin Point** | **Admin Point** | **Obs Feedback 5** |
| **5** |  |  |  |  | **Collab Class Obs 1** | | **Classroom Obs 3** | **Admin Point** |  |  |
| **6** |  |  |  |  | **Collab Obs Writing 1** | | **Obs Writing 3** | **Admin Point** | **Obs Feedback 3** | **Admin Point** |
| **7** |  |  | **Admin Point** | **Obs Feedback 1** |  |  | **Obs Writing 4** | **Admin Point** | **Obs Feedback 4** | **Admin Point** |
| **8** | **Cabinet Meeting** | | **Admin Point** | **Obs Feedback 2** |  |  | **Admin Point** | **Classroom Obs 3** | **Obs Feedback 5** | **Admin Point** |

**Key**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Pds/Wk | Focus | Pds/Wk | Focus | Pds/Wk | Focus | Pds/Wk | Focus |
| **1** | **Advance Progress Meeting: Admin Follow Up & Norming** | **3 Individ + 1 Collab** | **Classroom Observations** | **3 Individ + 1 Collab** | **Observation Feedback/**  **One on One PD** | **22** | **Admin Point Person**  **(so another administrator has observing, writing, and feedback time uninterrupted)** |
| **1** | **Cabinet Meeting** | **3 Individ + 1 Collab** | **Observation Writing Time** | **1** | **Instructional Focus Walkthrough Data Collection** | **7-21** | **Possible Classroom Observations**  **(4 periods x2 Admin x number of obs/period)** |

**Sample 2**

**Admin Primary Belief:** Classroom Observation and Observation Writing Time are not to be Interrupted (see Admin Point Person) **and**

Observation Feedback Time, can if needed be interrupted and rescheduled **and**

Administrators work better when they give a full day to a specific focus.

**Admin Secondary Belief:** Advance Meeting on Mondays is to go over previous obs work and current week’s obs work **and**

Instructional Focus Walkthrough gathers data to inform Cabinet and Advance Meeting on Mondays, as well as future PD.

**Principal Preference:** Observe 1 Period (2-3 classes), then write immediately following. Give feedback all in one day.

**AP Preference:** Observe, write, and give feedback all in one day (see Monday AP schedule).

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| **Pd** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |
| **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** |
| **1** | **Cabinet Meeting** | |  |  | **Obs Writing 4** | **Admin Point** | **Admin Point** | **Classroom Obs 3** |  |  |
| **2** | **Advance Obs Progress Mtg** | | **Classroom Obs 1** | **Admin Point** | **Obs Writing 5** | **Admin Point** | **Admin Point** | **Obs Writing 3** | **Admin Point** | Classroom Obs 4 |
| **3** | **Admin Point** | **Classroom Obs 1** | **Obs Writing 1** | **Admin Point** | **Obs Feedback 1** |  |  | **Obs Feedback 3** | **Admin Point** | **Obs Writing 4** |
| **4** | **Admin Point** | **Classroom Obs 2** | **Classroom Obs 2** | **Admin Point** | **Obs Feedback 2** |  |  |  | **Admin Point** | **Obs Writing 5** |
| **5** | **Admin Point** | **Obs Writing 1** | **Obs Writing 2** | **Admin Point** |  |  |  |  |  |  |
| **6** | **Admin Point** | **Obs Writing 2** | **Classroom Obs 3** | **Admin Point** | **Obs Feedback 3** |  | **Instructional Focus Walkthrough** | |  |  |
| **7** |  | **Obs Feedback 1** | **Obs Writing 3** | **Admin Point** | **Obs Feedback 4** |  |  |  |  | **Obs Feedback 4** |
| **8** |  | **Obs Feedback 2** | **Classroom Obs 4** | **Admin Point** | **Obs Feedback 5** |  |  |  |  | **Obs Feedback 5** |

**Key**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Pds/Wk | Focus | Pds/Wk | Focus | Pds/Wk | Focus | Pds/Wk | Focus |
| **1** | **Advance Progress Meeting: Admin Follow Up & Norming** | **4** | **Classroom Observations** | **5** | **Observation Feedback/**  **One on One PD** | **18** | **Admin Point Person**  **(so another administrator has observing, writing, and feedback time uninterrupted)** |
| **1** | **Cabinet Meeting** | **5** | **Observation Writing Time** | **1** | **Instructional Focus Walkthrough Data Collection** | **8-24** | **Possible Classroom Observations**  **(4 periods x2 Admin x quantity of obs/ period)** |

**Sample 3**

**Admin Primary Belief:** Administrators should conduct at least 3 observations and writing/debriefs together each week **and**

There should be 1 extra period for both writing observations collaboratively and giving feedback collaboratively each week.

**Admin Secondary Belief:** Administrators should not be unavailable for more than a half day at a time.

**Principal Preference:** Observe 1 Period (2-3 classes), then write immediately following. Give feedback within a day.

**AP Preference:** Observe mostly in afternoon

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| **Pd** | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | |
| **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** | **Principal** | **AP** |
| **1** | **Collab Class Obs 1** | | **Admin Point** | **Obs Feedback 1** |  |  |  | | **Cabinet Meeting** | |
| **2** | **Collab Obs Writing 1** | | **Collab Class Obs 2** | |  |  |  | | **Obs Writing 2** | **Admin Point** |
| **3** |  |  | **Collab Obs Writing 1/2** | | **Class Obs 2** | **Admin Point** |  | | **Obs Feedback 2** | **Admin Point** |
| **4** | **Class Obs 1** | **Admin Point** | **Collab Obs Writing 2/2** | |  |  |  | |  |  |
| **5** | **Obs Writing 1** | **Admin Point** | **Obs Feedback 1** | **Admin Point** | **Instructional Focus Walkthrough** | | **Collab Classroom Obs 3** | |  |  |
| **6** |  |  |  |  | **Collab Obs Feedback 1** | | **Collab Writing Obs 3** | | **Advance Obs Progress Mtg** | |
| **7** | **Admin Point** | **Classroom Obs 1** |  |  | **Collab Obs Feedback 2** | | **Collab Feedback Obs 3** | | **Admin Point** | **Obs Writing 2** |
| **8** | **Admin Point** | **Obs Writing 1** |  |  | **Admin Point** | **Class Obs 2** | **Collab Obs Feedback 3+** | | **Admin Point** | **Obs Feedback 2** |

**Key**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Pds/Wk | Focus | Pds/Wk | Focus | Pds/Wk | Focus | Pds/Wk | Focus |
| **1** | **Advance Progress Meeting: Admin Follow Up & Norming** | **2 Individ + 3 Collab** | **Classroom Observations for each Admin** | **2 Individ +**  **3 Collab** | **Observation Feedback/**  **One on One PD for each Admin** | **12** | **Admin Point Person**  **(so another administrator has observing, writing, and feedback time uninterrupted)** |
| **1** | **Cabinet Meeting** | **2 Individ + 3 Collab** | **Observation Writing Time for each Admin** | **1** | **Instructional Focus Walkthrough Data Collection** | **7-21** | **Possible Classroom Observations**  **(2 Individ x 2 Admin + 3 Collab x quantity of obs/period)** |