

Focused Observation

What:

- Gathering information guided by current action plan goal.
- Recording information and being mindful about what you are seeing – take notes, reflect, and begin to plan feedback.

Why:

- Helps the action plan “come alive” and become a vehicle for reflection and feedback.
- Help you provide richer, more detailed feedback on specific action plan goals.
- Goal is targeted behavior change
 - Small steps work best!

Before

- Review the **goal statement** and **action steps**
- Agree on a **time** to observe
- Determine **method** of observation (e.g., video, on-site)
- Agree on **coaching strategies**
- Prepare for **data collection**

Suggested questions to ask the teacher before observation

- Is there anything specific you would like for me to pay extra attention to?
- Is there a specific time of day, routine you would like for me to observe?
- Which coaching supports are you most comfortable receiving during the observation?
- Are there any supports you are not comfortable with me using?
- What data would you like me to collect?

During

[Focused Observation Note Template](#)

Four ways to collect observational data:

Count:

How often does the teacher use the practice?

How often does the student(s) respond to the practice?

Checklist:

Does the teacher use each component of the practice(s) as outlined in the action plan?

Duration:

How much time does the teacher spend on this practice?

Notes:

Examples of the interactions and reactions that occur as the teacher uses the practice.

After

Format for Reflection and Feedback

1. Review current action plan
2. Facilitate reflection on the practices observed
3. Give supportive and constructive feedback related to the implementation of the goal
4. Offer targeted supports for the action plan goal
5. Facilitate a discussion about the next steps
6. Have the teacher select the next step
7. Schedule the next observation and debrief session

Reflection Starter Phrases:

Tip: Provide supportive (positive) and constructive (suggestions for enhancing implementation) feedback!

- I noticed that . . .
- What did you notice about the students when . . .
- Tell me about how you felt . . .
- What were your thoughts . . .
- Did you notice . . .
- How does this practice compare to before?

URLs Used in Document

[Focused Observation Note Template](https://www.dropbox.com/scl/fi/ckey0os2tcr8xy4sy8o73/Observation-Form_Focused.pdf?rlkey=gut1xum8sg7t4l4sd5qi11f24&st=w03tvcm3&dl=0)

(https://www.dropbox.com/scl/fi/ckey0os2tcr8xy4sy8o73/Observation-Form_Focused.pdf?rlkey=gut1xum8sg7t4l4sd5qi11f24&st=w03tvcm3&dl=0)

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