

**T-TESS Refinement Goal - EXAMPLE**

October 17, 2018

Teacher: Jane Instructor

Principal: Paula Administrator

On October 10, 2018, I observed your classroom in order to observe your actions, student actions, interactions, and conversations during a lesson. Specifically, during the observation, I focused on the following targeted domains:

* Domain 1: Planning
* Domain 2: Instruction
* Domain 3: Learning Environment

**During my observation, I gathered the following relevant pieces of evidence:**

* **Domain 1: Planning. Dimension 1.4: Activities.**

During the observation on October 10, 2018 your lesson lacked evidence of a plan that was learner-centered, engaging, as well as one that encouraged higher-order thinking. The lesson plan was not clear in its design or organization. When I asked to see the lesson plan, you provided an incomplete lesson plan for October 10th that did not apply to any of the activities observed. At that time you commented that the plan wasn't complete because you had meetings after school the previous day. There was no clear learning target communicated to students (written or verbal), nor was there a clear purpose communicated to students for any of the activities as evidenced by the widespread confusion and disengagement among students throughout the observation. Needs of students were not anticipated by the teacher as you failed to model task expectations for activities, which was greatly needed.

* **Domain 3: Learning Environment. Dimension 3.1 Classroom Environment, Routines, and Procedures. / Dimension 3.2 Managing Student Behavior.**

During the observation, on October 10, 2018, I saw little evidence of established routines, procedures, or clear communication regarding expectations for student behaviors in your classroom. After the bell rang to begin class on October 10, 2018 students sat for 3 minutes talking before you began the lesson. During the lesson I observed between 10-15 students disengaged from the lesson at different points during the period either having off task conversations, with some students putting their heads down on their desk. You did not address the off task behavior during either of the lessons.

**Based on the observation and post-conference on October 15, 2018 we agreed to the following refinement goal(s)**

* I want to create a classroom environment that is learner-centered with well-established routines so that my students can increase their level of engagement in the learning process.

**We agreed to the following actions that will assist you in your goal and will provide evidence of progress and/or attainment of the new refinement goal(s).**

* By 5:00 p.m. on the Friday of each instructional week, submit your weekly lesson plans to me, including:
	+ An identification of engaging, collaborative learner-centered activities, learning targets, procedures for the classroom, and necessary instructional materials for lessons.
	+ The purpose for each activity (how it aligns to the learning target)
	+ Clear instructions for each activity that will be communicated to students and expectations for appropriate student participation
	+ 4-5 Planned questions that you intend to ask for each activity to engage students
	+ A concluding activity that will be used to determine whether students achieved the lesson learning target.
* To assist with your refinement goal you will read the article, “Every Moment Counts: Strategies for Student Engagement” by Gini Cunningham (provided) and incorporate those strategies into your lesson. In your lesson plans identify 2 engagement strategies that will be implemented daily. We will discuss how you utilized the strategies in your lesson during your next pre-conference meeting on October 31, 2018.
* To assist with your refinement goal of developing effective routines and procedures you will participate in the webinar “Conscious Classroom Management E-Course” on October 24, 2018. In your lesson plans identify 2 classroom management strategies that will be implemented daily. We will discuss how you utilized the strategies in your lesson during your next pre-conference meeting on October 31, 2018.

It is my sincere hope that this summary, feedback, and refinement goal promotes your professional growth and results in improvement of your teaching practice. Please be advised your progress on the identified areas of growth and targeted domains, as well as your refinement goal will be considered for contract recommendations for the 2019 - 2020 school year. If you have any questions, feedback, or concerns, please contact me immediately.

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Paula Administrator, Principal Date

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Teacher Date