

## Focus of Practice (Part I)

Participating Teacher:	Induction Coach:	Teaching assignment and grade level(s):
<b>Part I Due – February 17<sup>th</sup> (For all teachers)</b> <b>Part I, II &amp; III Due – Year 1: April 21<sup>st</sup> Year 2 &amp; Pending ECOs: April 7<sup>th</sup></b>		

**Directions:** As you view the **Developing Your Focus of Practice webinar** with your coach, you will be asked to review your **Focus of Practice Self-Analysis** and respond to the prompts in Part I: Plan Development (Cells 1-4). Refer to [“Michael’s Focus of Practice”](#), specifically pages 1-2, while developing your plan for Part I.

**Submission Requirements:** Cells 1-4 must be fully completed and typed in order to meet submission standards.

### Part I: Plan Development

- Based on the [Focus of Practice Self-Analysis](#) that you completed, which domain(s) is an area of focus for you? *Check the box below.*

☐ Instructional Culture & Management ☐ Rigor & High Expectations ☐ Student Engagement & Ownership

- Which element(s) within this domain is/are your highest professional priority?

- Considering this reflection, what might you want to intentionally focus on? Provide a rationale. This will be your **Focus of Practice** for the next 4-6 weeks.

- What *actions/practices/strategies* are you considering to make improvements in your Focus of Practice?

*Note: This brainstormed list of actions/practices/strategies will serve as a bank of ideas as you continue your Focus of Practice. Please keep in mind that throughout your Focus of Practice you will come up with additional actions/practices/strategies based on your weekly reflections.*

### What to Expect in Part II: Reflective Journal

**You will be reflecting on this Focus of Practice by writing a reflective journal entry each week.**

**WHY:** The intent of the weekly journal entries is to help you analyze the effect of your *actions/practices/strategies* on your students over time. Through this self-reflection the hope is that you will discover which *actions/practices/strategies* are having the biggest impact on your teaching practice and why. Furthermore, through this reflective process our hope is that you will identify how to change and improve your *actions/practices/strategies* in order to make them more impactful and effective.

**WHEN & HOW:** With this being said, you will complete a weekly reflection guided by four questions to ensure that there is a consistent measure to analyze your progress. You will complete one journal entry each week for 4-6 weeks (This means you will have 4-6 journal entries in total). The four questions you will respond to for your weekly reflections are listed below:

- What specific *actions/practices/strategies* did I implement this week?
- Were these *actions/practices/strategies* effective? Why or why not?
- What did I learn from this week’s implementation of my selected *actions/practices/strategies*?
- Based on this, what changes might I want to make for next time/week? (*Consider how this will impact your original Focus of Practice.*)

You can utilize two different approaches for your weekly reflection. These two options include a macro approach and a micro approach.

- The Macro reflection will be a more holistic approach and will summarize insights/learnings/observations over the course of the week. It will encompass details from multiple periods of time (multiple class periods, learning blocks, student interactions, etc.) that occurred over the course of the week.
- The Micro reflection approach will be more specific and based on a singular time during the week (a specific class period, learning block, period of time during your daily schedule, etc.).

Please know that you do not have to commit to one type of approach for *all* of your journal entries. Feel free to utilize the approach that is most appropriate and supportive for you week by week.

## Focus of Practice (Part II)

Participating Teacher:	Induction Coach:	Teaching assignment and grade level(s):
Part I, II & III Due – Year 1: <u>April 21<sup>st</sup></u> Year 2 & Pending ECOs: <u>April 7<sup>th</sup></u>		

**Directions:** Each week as you implement your intentional *actions/practices/strategies* with the goal of making improvements in your Focus of Practice, you will –

- 1) Reflect on your progress on a weekly basis using the four questions below and **type your responses into your Reflective Journal**. You can utilize two different approaches for your weekly reflection – a macro approach or a micro approach. For clarification on the two different approaches, please review the “What to Expect in Part II” cell above.
- 2) Discuss your weekly reflections with your coach to **brainstorm possible changes or improvements that you can make to your actions/practices/strategies** for the following week, with the goal of continuous improvement.
- 3) For an example of a journal entry that meets standards for Part II, refer to [“Michael’s Focus of Practice”](#), specifically pages 3-5.

**Submission Requirements:** Your reflective journal must be typed and include 4-6 weeks of entries.

Part II: Reflective Journal	
<p>The four questions you will respond to for your weekly reflections are listed below:</p> <ol style="list-style-type: none"> <li>1. What specific <i>actions/practices/strategies</i> did I implement this week?</li> <li>2. Were these <i>actions/practices/strategies</i> effective? Why or why not?</li> <li>3. What did I learn from this week’s implementation of my selected <i>actions/practices/strategies</i>?</li> <li>4. Based on this, what changes might I want to make for next time/week? (<i>Consider how this will impact your original Focus of Practice.</i>)</li> </ol> <p><i>Please include other significant insights, details, and/or examples that may not have been addressed by the questions above, including any ahas or insights from the conversations you have had with your coach.</i></p>	
<b>Week 1</b> Date:	
<b>Week 2</b> Date:	
<b>Week 3</b> Date:	
<b>Week 4</b> Date:	
<b>Week 5 (Optional)</b> Date:	
<b>Week 6 (Optional)</b> Date:	

## Focus of Practice (Part III)

### Directions:

**Part III Summative Reflection:** At the conclusion of your 4-6 week reflection period, you will summarize your insights, learnings, and findings regarding your Focus of Practice. Specifically, you will elaborate on how your Focus of Practice impacted you as an educator.

**Part III Final Administrator Collaborative:** As your final step, you will share your learnings with your administrator. Please follow the steps below for detailed instructions on conducting this process.

### Part III: Summative Reflection

Summarize your reflective process over the last 4-6 weeks. In your summary, please be sure to address the three prompts below:

- a) Describe your greatest insights, learnings, and findings regarding your Focus of Practice.
- b) Through this process of keeping a reflective journal, how have you evolved as a teacher?
- c) What might be some next steps you are considering to take based on the conclusion of these 4-6 weeks?

### Part III: Final Administrator Collaborative

**After** you've completed all reflective journals and noted your final insights in your summative reflection, schedule a 15-minute meeting with your administrator (in-person or virtually) to share your process and learnings from your Focus of Practice.

- **Be sure to share components of your Summative Reflection including:**
  - *How your Focus of Practice Self-Analysis informed the development of your Focus of Practice*
  - *Your greatest insights, learnings, and findings throughout this process*
  - *How the process of reflecting weekly in a journal impacted your teaching practice*
  - *The next steps are you considering*
- **After sharing with your administrator, your administrator will complete the corresponding comments box and verify with a signature.**

Administrator Comments:

Signature of Administrator:

I understand and agree that my typed full name serves as my electronic signature.

Date: