

Data-Driven Instruction Entry Plan: Implementation Calendar

CATEGORIES:	TASKS					
	SUMMER:	August 15-30:	Sept 1-15:	Sept 15-30:	Week before 1st Asst	First Interim Asst Wk
Assessments: * Aligned * Interim * Re-assess * Transparent	* Review Interim Assessments: check against Interim Assessment Rubric * Adjust assessments, create new interim assessments, or supplement assessments		* First interim assessment in teachers' hands for review * Make adjustments to align to instructional sequence * Teachers develop answer key as method for reviewing test	* Make any assessment adjustments needed * Ensure assessment/curriculum alignment	* Copies of assessments done * Assessment schedule ready	* Administer assessments
Analysis: * Quick & User Friendly * Teacher-owned * Test-in-hand * Deep	Embed time in Asst. calendar for grading & analysis		* Agree upon Results Analysis Template w-teachers and principal and complete template		* Analysis template & protocol ready	* Teachers complete results template
Action: * Action Plan * Lesson Plans accountability * Observe changes in teaching * Engaged students	Embed time in Asst. calendar for re-teach and results mtgs		* Finish Action Plan template			* Teachers complete Action Plan
Data-Driven Culture: * Vision * Trained Leadership * Calendar * Prof Devt. aligned	* Plan Assessment and PD Calendar (align 100%) * Plan first PD sessions for leadership team	* Plan opening PD for staff (see PD guide) * ID "Real" leaders and get them on board: mention purpose, invite them to help lead	* Run opening PD (have "real" leaders help present) * Present yearlong calendar with int. assts and PD		* PD: re-visit assessment and mark each question: --confident, not sure, no way	* PD: model analyzing results and making action plan
Observation/Supervision: * Walkthroughs * Formal observations * Timely feedback * Weekly Lesson Plans	(Sketch out in similar detail as above)					
Literacy or Math: * Instructional program * Pedagogy * Wrap-around * Resources	(Sketch out in similar detail as above)					

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CATEGORIES:	TASKS						
	Week after 1st Asst	Begin Second 8 Wk Cycle	4-6 weeks	Week before 2nd Asst	2nd Interim Asst Wk	Week after 2nd Asst	Rest of Year
Assessments: * Aligned * Interim * Re-assess * Transparent		* Second interim assessment in teachers' hands for review * Teachers develop answer key as method for reviewing test	REPEAT CYCLE:	* Copies of assessments done * Assessment schedule ready	Administer assessments		REPEAT CYCLE:
Analysis: * Quick & User Friendly * Teacher-owned * Test-in-hand * Deep			REPEAT CYCLE:	* Analysis template & protocol ready	* Teachers complete results template * New Leader compares results to previous asst		REPEAT CYCLE:
Action: * Action Plan * Lesson Plans accountability * Observe changes in teaching * Engaged students	* Teacher/Principal mtgs and/or Results Meetings	* Walk-throughs with results in mind (check Do Now's, assts) * Review lesson plans with results in mind	* Have difficult conversations if teachers not following action plan		* Teachers complete Action Plan	* Teacher/Principal mtgs and/or Results Meetings	REPEAT CYCLE:
Data-Driven Culture:	* PD: model results meetings	* PD: Saphier work on clarity, checking for understanding	* PD: 2nd results meeting on how well teachers implemented ideas from results meeting 2 wks ago * PD: content-specific strategies to address areas you see in results & observ's	* PD: re-visit assessment and mark each question: --confident, not sure, no way	* PD: celebrate improvements of teachers	* PD: results meetings on areas of weakness * Content-specific PD to tackle weaknesses	REPEAT CYCLE:
Observation/ Supervision: * Walkthroughs * Formal observations * Timely feedback * Weekly Lesson Plans	(Sketch out in similar detail as above)						
Literacy or Math: * Instructional program * Pedagogy * Wrap-around * Resources	(Sketch out in similar detail as above)						