

## Post-Conferencing Protocol

The professional conversation in the post-conference is built from evidence of students' cognitive engagement, constructiveness learning, and using 21<sup>st</sup> century tools in a classroom where all students have equal access to the content. It is the foundation for supporting and developing instructional growth. The conversation should contain a balance of when learning was best and areas where learning could be even better. A few elements are discussed deeply and ratings from other elements are shared. Next steps should be collaboratively planned and clearly recorded on the Cycle Record.

Person Responsible	Action To Be Completed	Before Post-conference	During Post-conference	After Post-conference
Teacher & Observer	Schedule post-conference date/time/place to occur within 2-5 days of the observation.	Full, Focused & Short		
Teacher	Reflect on lesson and analyze student work; identify when student learning was best and when student learning could have been better.	Full, Focused & Short		
Teacher	Complete Teacher Reflection Guide & Self-Assessment on eCompass and click the share button 1-2 days prior to meeting.	Full & Focused		
Observer	Review completed Teacher Reflection Guide.	Full & Focused		
Observer	Align evidence to elements and rate using the SOEI rubric. Complete the process in eCompass; share with and notify teacher when it is available for review 1-2 days prior meeting.	Full, Focused & Short		
Teacher	Read evidence provided by observer in eCompass; note any questions and/or points you'd like to discuss.	Full, Focused & Short		
Observer	Organize your talking points and plan guiding questions by reflecting on the lesson's evidence and ratings; begin the Cycle Record on eCompass.	Full, Focused & Short		
Teacher & Observer	Engage in a conversation about the strengths and areas for growth from the lesson aligned to the SOEI Rubric element; collaboratively identify specific *next steps that align to both strengths and areas for growth; determine support needed; create a timeline for implementation of new practices; and set a follow-up date.		Full, Focused & Short	

Person Responsible	Action To Be Completed	Before Post-conference	During Post-conference	After Post-conference
Observer	Finalize the ratings and Cycle Record within 1-3 days; share on ecompass and notify teacher that the Cycle Record has been completed and is ready for the teacher's review and teacher's acknowledged signature on eCompass.			Full, Focused & Short
Teacher	Review Cycle Record, click on the "Acknowledged Box" if Cycle Record accurately reflects the post-conference conversation; if there are questions or concerns about the final Cycle Record, meet with the observer for clarification and/or edits; then acknowledge; If you still don't agree click on the "Object Box" and upload additional information in the "Additional Information" step. Please e-mail tequestions@mpls.k12.mn.us if you have further questions.		Full, Focused & Short	
Observer	Provide or arrange for teacher support as identified on the Cycle Record.			Full, Focused & Short
Teacher	Begin next steps as identified on the Cycle Record; follow established timeline; and seek additional support and feedback as needed.			Full, Focused & Short
Observer	Follow established timeline for follow-up support and next meeting.			Full, Focused & Short

\*Next steps may include but are not limited to: content coaches, professional development, peer resources, etc. Next steps should include actions for both the teacher and the observer.