

## SAM Process: *Optional Descriptor Ideas for Principals and Additional Users*

**Optional Descriptors** allow a TimeTrack user to track time on specific topics or projects. For example, if a leader wanted to know how much time is spent on a new math curriculum, an optional descriptor can be created. Then, after selecting one of the 16 instructional descriptors, the optional descriptor Math Curriculum would be selected. For Example: Directive Feedback, Math Curriculum.

<i>Seeing Instruction Descriptors</i>	<i>Optional Descriptor Examples</i>		
<ul style="list-style-type: none"> <li>• <b>Observation</b></li> <li>• <b>Walkthrough</b></li> <li>• <b>Work with Students</b></li> <li>• <b>Student Supervision</b></li> </ul>	Math Curriculum Care for Students Coaching Cycle Formal Informal Announced Unannounced	Programs/Projects/initiatives Checking for Understanding Serving as substitute teachers Student name: After school/field trip programs Time-out student supervision ELL Strategies	District Learning Walk Teacher observation Student observation Equity Implementation observation Coaching Cycle ELL Strategies

<i>Feedback Descriptors</i>	<i>Examples</i>		
<ul style="list-style-type: none"> <li>• <b>Directive</b></li> <li>• <b>Non-Directive</b></li> <li>• <b>Celebratory</b></li> <li>• <b>Written</b></li> </ul>	lesson delivery questioning strategies care for students equity improvement plan	District performance areas Specific programs 30 Second Feedback proximity Intervention	Email Sticky Note Checklist Eval Prep tier level

## SAM Process: *Optional Descriptor Ideas for Principals and Additional Users*

<i>Working with Groups Descriptors</i>	<i>Optional Descriptor Examples</i>		
<ul style="list-style-type: none"> <li>• <b>Decision Making Groups and Committees</b></li> <li>• <b>District: Meetings, Supervisor, Others</b></li> <li>• <b>Planning, Curriculum, Assessment</b></li> <li>• <b>Professional Development</b></li> </ul>	Grade Level Meeting IEP Meeting Leadership Team Admin Team Huddle RTI Team Interview Team Budget Committee SAM Daily Meeting	Principals Meeting Board Meeting Calibration Review State/District Testing Prep Common Assessments Data Analysis Textbook Review Program Specific Titles Time Change Coach	Common Planning Time Grade Level Meeting Facilitator Participant: School-based Participant: District-based Conference Attendee Conference Presenter PLC Meeting

<i>Other Descriptors</i>	<i>Optional Descriptor Examples</i>		
<ul style="list-style-type: none"> <li>• <b>Office Work/Prep</b></li> <li>• <b>Parents/Guardians</b></li> <li>• <b>External: Officials, Others</b></li> <li>• <b>Modeling /Teaching</b></li> </ul>	Clubs Student Groups University Partner State, DOE Title I Title II Boys & Girls Club Rotary Club Co-teaching	Business Partner – name Lesson Plan Review Prep: PD Prep: Data Lesson Plan Review Emails/calls Union Whole group Small group	Seeing Instruction – prep Feedback-prep Interview process School Improvement Plan Instructional planning IEP 504 PTA Content Specific