

## SAM Process: *Instructional and Management Descriptors, Principals and Additional Users*

<i>Instructional Descriptors</i>	
<i>Seeing Instruction</i>	<i>Examples</i>
<p><b>Observation:</b> TimeTrack user is observing instruction in one classroom for fifteen minutes or more.</p>	<ul style="list-style-type: none"> <li>● seeing a teacher engaged with learners in an instructional setting</li> <li>● seeing student engagement during a lesson, response</li> <li>● monitoring instructional climate in the instructional setting</li> <li>● the visit can be announced or unannounced; formal or informal</li> <li>● the TimeTrack user may be joined by others</li> </ul>
<p><b>Walkthrough:</b> TimeTrack user is observing instruction briefly in one or more classrooms—usually less than fifteen minutes in any one room.</p>	<ul style="list-style-type: none"> <li>● seeing a teacher engaged with learners in an instructional setting</li> <li>● seeing student engagement during a lesson, response</li> <li>● monitoring instructional climate in the instructional setting</li> <li>● TimeTrack user observes all classes in a grade level or subject area to see if all teachers are in approximately the same place in the curriculum</li> <li>● the visit can be announced or unannounced; formal or informal</li> <li>● the TimeTrack user may be joined by others</li> </ul>
<p><b>Work with Student(s):</b> TimeTrack user teaches student(s) or engages in conversation about content with student(s).</p>	<ul style="list-style-type: none"> <li>● working with a student or group while watching an educator teach</li> <li>● assisting a teacher by engaging students in a conversation about content resulting in correcting and/or increasing student knowledge and performance</li> <li>● working with students to better understand the teacher’s instructional strategy and its efficacy with students</li> <li>● teaching an individual or a group of students without a teacher present</li> <li>● the visit can be announced or unannounced; formal or informal</li> </ul>
<p><b>Student Supervision:</b> TimeTrack user assists while a teacher is teaching students.</p>	<ul style="list-style-type: none"> <li>● Leader assists teacher with student learning behavior while watching a lesson</li> <li>● Leader assists teacher with student learning behavior with the intent of learning how to teach the teacher to better manage learning behavior without assistance.</li> <li>● the visit can be announced or unannounced; formal or informal</li> <li>● the TimeTrack user may be joined by others</li> </ul>

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<i>Feedback</i>	<i>Examples</i>
<p><b>Feedback: Directive:</b> In conversation, TimeTrack user gives direction concerning instructional practice, curriculum and/or assessment to an individual staff member or group.</p>	<ul style="list-style-type: none"> <li>• TimeTrack user give specific direction concerning teaching and learning</li> <li>• TimeTrack user sets non-negotiables for teacher practice</li> <li>• TimeTrack user sets expectations concerning use of data, curriculum, learning objectives or school/district/state requirements concerning teaching and learning.</li> </ul>
<p><b>Feedback: Non-Directive:</b> In conversation, the TimeTrack user uses reflective questioning with an individual educator or group about instructional practice, curriculum and/or assessment.</p>	<ul style="list-style-type: none"> <li>• TimeTrack user coaches a staff member on instructional practice without making suggestions or giving direction</li> <li>• TimeTrack user engages staff member in reflection on a lesson, student or class performance</li> </ul>
<p><b>Feedback: Celebration:</b> In conversation he TimeTrack user gives positive, feedback to an individual about instructional practice, curriculum and/or assessment.</p>	<ul style="list-style-type: none"> <li>• TimeTrack user meets individually with a staff member to discuss one or more observed performance elements that were impressive, an improvement or exceptional. exceptional, effective and demonstrate efficacy as an instructor.</li> <li>• TimeTrack user celebrates a staff member's specific instructional work connected to student improvement or performance.</li> <li>• TimeTrack user celebrates a staff member's specific student learning behavior management technique or strategy.</li> <li>• TimeTrack user meets with a student or group to discuss one or more instructional performance wins.</li> </ul>
<p><b>Feedback: Written:</b> TimeTrack user gives feedback, directive, non-directive or celebratory in writing.</p>	<ul style="list-style-type: none"> <li>• TimeTrack user leaves a note or checklist after seeing a lesson</li> <li>• TimeTrack user sends an email, letter, or memo to a teacher or group</li> <li>• TimeTrack user gives provides a written evaluation, formal or informal</li> </ul>

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<i>Working with Groups</i>	<i>Examples</i>
<p><b>Decision Making Groups and Committees:</b> TimeTrack user participates in a decision-making group related to instruction, curriculum, and/or assessment.</p>	<ul style="list-style-type: none"> <li>● Curriculum, instruction, and/or assessment reviews with the intention of making a decision: school leadership team, PLC, PTA, advisory committee, etc.</li> <li>● Decision making meeting related to adoption of new instructional program for the school</li> <li>● interviewing teacher candidates</li> <li>● IEP, 504 conference, SAM Daily Meeting</li> </ul>
<p><b>District: Meetings, Supervisor, Others:</b> TimeTrack user meets with supervisor and or others district staff regarding instruction, curriculum, and/or assessment.</p>	<ul style="list-style-type: none"> <li>● District meeting concerning curriculum, instruction and/or assessment</li> <li>● District level leader meets with TimeTrack user to discuss teaching and learning.</li> <li>● TimeTrack user and district level leader see instruction or attend a school PLC meeting together</li> </ul>
<p><b>Planning, Curriculum, Assessment:</b> TimeTrack user participates and/or leads in an individual or group planning meeting related to curriculum, instruction or assessment session with staff.</p>	<ul style="list-style-type: none"> <li>● group data analysis session</li> <li>● group planning for the class as a whole</li> <li>● group planning for individual students or groups of students who are struggling</li> <li>● pre-conference for observation planning</li> <li>● pre-conference associated w/coaching cycle</li> </ul>
<p><b>Professional Development:</b> TimeTrack user either presents professional development or participates in a professional development training session.</p>	<ul style="list-style-type: none"> <li>● TimeTrack user makes or attends a presentation to staff regarding instructional issues</li> <li>● TimeTrack user attends a session on curriculum, assessment, or use of data</li> <li>● Meeting with Time Change Coach</li> </ul>

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<i>Others</i>	<i>Examples</i>
<p><b>Office Work/Prep:</b> TimeTrack user is individually doing work tied to curriculum, instruction and/or assessment, in or out of the office</p>	<ul style="list-style-type: none"> <li>• reviewing school/state performance data or SLOs</li> <li>• preparing instructional feedback, evaluations, etc.</li> <li>• preparing for an instructionally focused meeting</li> <li>• preparing a PD session, curriculum, instruction or assessment</li> <li>• preparing a teaching an modeling session</li> </ul>
<p><b>Parents/Guardians:</b> Any interaction the TimeTrack user has with parents or guardians about instructional practice, student achievement, curriculum and/or assessment.</p>	<ul style="list-style-type: none"> <li>• meeting with parent/guardian regarding grades, assessment, student progress, instructional program, attendance, performance and support</li> <li>• instructional awards, band, art, music, drama, presentations tied to classwork, any event connected with student learning with parents;guardians present</li> <li>• school orientation, back-to-school, parent conferences, PTA</li> </ul>
<p><b>External: Officials, Others:</b> anyone from outside the school or district spending time with the TimeTrack user in curriculum, instruction or assessment issues.</p>	<ul style="list-style-type: none"> <li>• work with university or other partner: PD, mentoring, tutoring, support</li> <li>• advocacy groups</li> <li>• state or federal education officials</li> <li>• community representatives related to instruction</li> <li>• social services, welfare agencies, police concerning student education, success</li> <li>• service clubs, civic groups or other organizations supporting teaching and learning</li> <li>• presentation at social, civic or government group about education</li> </ul>
<p><b>Modeling /Teaching:</b> TimeTrack user teaches a class or group of students while the teacher observes.</p>	<ul style="list-style-type: none"> <li>• modeling an instructional practice for a teacher or teachers</li> <li>• can be announced or unannounced; formal or informal</li> <li>• the TimeTrack user may be joined by others</li> </ul>

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<i>Management Descriptors</i>	<i>Examples</i>
<p><b>General Management:</b> TimeTrack user is doing management work where curriculum, instruction, and assessment are absent.</p>	<p>TimeTrack defaults to this descriptor when a user does not select a specific descriptor.</p>
<p><b>Building Management:</b> TimeTrack users is doing work related to custodial and maintenance in the school.</p>	<ul style="list-style-type: none"> <li>• consults with maintenance or custodial staff</li> <li>• consults with contractors</li> </ul>
<p><b>Decision Making Groups and Committees:</b> TimeTrack user participates with formal or informal decision-making groups about anything that is not curriculum, instruction, or assessment.</p>	<ul style="list-style-type: none"> <li>• meeting with teacher advisory group about the lunch schedule</li> <li>• informal focus group to discuss the dress policy</li> <li>• meeting to plan car wash</li> <li>• festival planning</li> </ul>
<p><b>District: Meetings, Supervisor, Others:</b> TimeTrack user spends time with supervisors and others at a district level about management, non-CIA issues.</p>	<ul style="list-style-type: none"> <li>• work with district on vandalism</li> <li>• budget</li> <li>• safety planning</li> </ul>

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<p><b>Employee Discipline:</b> TimeTrack user gives an oral or written warning or takes other punitive action.</p>	<ul style="list-style-type: none"> <li>• oral warning</li> <li>• written warning</li> <li>• improvement plan</li> <li>• termination</li> </ul>
<p><b>External: Officials, Others:</b> anyone from outside the school or district that engages the TimeTrack user about management issues, non-CIA issues.</p>	<ul style="list-style-type: none"> <li>• fire marshal</li> <li>• health inspector</li> <li>• service club</li> <li>• business partner</li> </ul>
<p><b>Feedback: Celebration:</b> TimeTrack user gives celebratory feedback to an individual about personal, management or non-instructional issues.</p>	<ul style="list-style-type: none"> <li>• birthday</li> <li>• family success</li> <li>• sports</li> <li>• clubs</li> <li>• parent</li> <li>• teacher</li> <li>• support staff</li> </ul>
<p><b>Feedback: Directive:</b> TimeTrack user gives direction concerning non-instructional issue-also includes conversations with staff about non-school issues.</p>	<ul style="list-style-type: none"> <li>• directing a staff member</li> <li>• directing a student</li> <li>• directing a parent</li> <li>• telling an aide to make copies for a meeting.</li> <li>• assigning duties</li> </ul>

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<p><b>Feedback: Non-Directive:</b> TimeTrack user uses reflective questioning with an individual staff member or group of staff members, about non-instructional matters.</p>	<ul style="list-style-type: none"> <li>• session with a group to gather input for a fund raiser</li> <li>• session to discuss school rules</li> <li>• planning homecoming weekend event</li> <li>• asking a staff member to find a solution for an issue or problem.</li> </ul>
<p><b>Office Work/Prep:</b> TimeTrack user is individually doing any work in or out of the office <i>not</i> tied to instruction or assessment that is preparatory in nature.</p>	<ul style="list-style-type: none"> <li>• TimeTrack user is reviewing/completing payroll, field trip forms, etc.</li> <li>• TimeTrack user is preparing the budget.</li> <li>• TimeTrack user is reading student referrals.</li> </ul>
<p><b>Parents/Guardians:</b> Any interaction the TimeTrack user has with parents or guardians devoid of CIA.</p>	<ul style="list-style-type: none"> <li>• talk with a parent about a bus issue</li> <li>• works with parents on a playground project</li> </ul>
<p><b>Professional Development:</b> TimeTrack user either presents professional development or participates in a professional development training session managerial in nature.</p>	<ul style="list-style-type: none"> <li>• presentation on fire drill or lock down procedures</li> <li>• Attending or presenting a training session on new tech platform</li> </ul>
<p><b>Student Discipline:</b> TimeTrack user engages students about behavior problems or transgressions – includes consequences.</p>	<ul style="list-style-type: none"> <li>• student discipline referrals</li> <li>• consequence for misbehavior</li> <li>• correcting student behavior and applying/ implying a consequence</li> </ul>

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**Student Supervision:** TimeTrack user gives direction concerning a non-instructional issue – also includes conversations with staff about non-school issues.

- monitoring hallway transitions, recess, student arrival and dismissal
- cafeteria duty
- Work w/student about his/her behavior without a consequence

*Note: Examples listed can be used as Optional Descriptors.*