

## **PREPARING FOR THE TITLE III MONITORING VISIT**

**PURPOSE:** The Title III classroom observation protocol is based on identifying promising practices to support increased student academic growth and close the opportunity gap.

The **Theory of Action** is simple: If promising practices are disseminated and upscaled across Utah, then students learning English will have access to grade level content and increased growth toward in academic content to ensure post-secondary success.

### **PROCESS – The Title III Specialist will:**

- Meet in person or virtually with the ALS Director in each LEA on the 5-year schedule to identify three schools (elementary, middle and high) to visit based on two criteria: 1) % of ELs (larger than 3 %) and high % of Economically Disadvantaged (larger than 20%), and 2) the extent to which the school’s administrative team is open to feedback.
- Meet with the LEA team to review tool and process (Team Composition in Part 2; Team Requirements in Part 3).
- Meet with each school’s principal on the day of the visit in the morning before observation to provide an overview of the structure of the report and review of the observation tool.

### **TEAM COMPOSITION – Limited to 4-5 Members**

- USBE Responsibility: USBE Content Specialist from Teaching and Learning Department/or USBE School Improvement Specialist
- LEA ALS Responsibility: LEA Content Specialist or Instructional Content Coach who has no previous connection to the school being visited (Coach, administrator, or teacher).

### **TEAM REQUIREMENTS – Teaching Experience at the grade level to be observed (Math, Science, ELA – State Accountability Subjects ONLY).**

- Must be present at the LEA pre-meeting to understand purpose of monitoring and review how to use the observation tool.
- Use the observation tool to identify promising practices.
- Suspend all judgements based on previous roles as evaluator, coach or administrator.

### **LEA RESPONSIBILITY (ALS Director) – Clear communication with the administrative team at each school selected**

- Select schools to be visited on Tuesday, Wednesday, and Thursday (8:00-1:00/Lunch)
- Select schools that have not been visited by any other USBE programs or visited by the LEA.
- Select schools not at the beginning or the end of a semester (shortened schedule, holidays assemblies or state testing).

- Send to the principal of selected schools this checklist and the observation tool.
- Send dates and selected schools to Title III Specialist.

### **THE DAY OF THE VISIT - School Responsibilities communicated to Principal by ALS Director**

#### **Documents provided for the team:**

- Bell Schedule
- School map with teacher names and room numbers
- Master Schedule for regular classrooms with ELs enrolled (not honors or advanced courses, ELD, ESL, RTI, Intervention).

#### **Procedure: Learning Protocol**

- The team will DO the first observation together and complete the observation tool (filled out accurately with name of teacher (last name with first initial), subject, grade level, observer name, and time).
- After 20 minutes, the team will return to a conference room and the Title III Specialist will facilitate the debrief.
- The ALS Director with the team will decide which member will observe which class, at least 2-3 classes each.
- The Title III Specialist will observe any class.
- All the observation tools will be put in a folder and left on the principal's desk for the Title III Specialist at the agreed upon time (usually when the lunch period begins).
- The Title III Specialist will meet with the principal to clarify any questions for the report (School successes and challenges) and respond to any questions about the USBE Report.

### **STRUCTURE OF THE OFFICIAL REPORT**

- Commendations for the District
- Commendations for Each School and Teacher Commendations based on Observations
- Recommendations from the Title III Specialist based on analysis of the patterns from the observations
- Recommendations for the District: 1) Systemic and 2) Instructional

### **LEA ACCOUNTABILITY – Continued Funding:**

- Annual Title III grant application is a Self-Assessment which includes ESSA, Civil Rights and State law (HB 302 & HB230).
- Required is a response to USBE recommendations, aligned to the LEAs strategic plan.