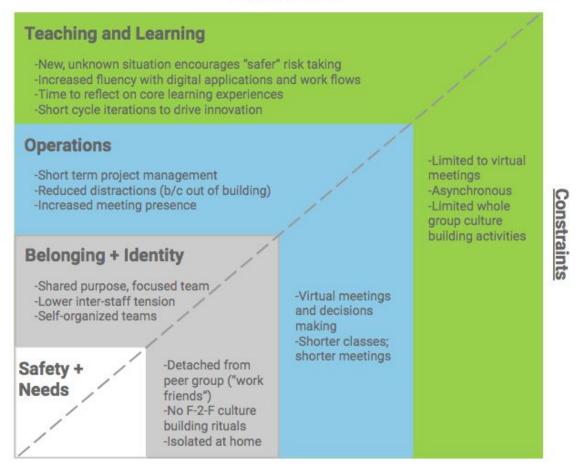


### Step One: Reflect and Identify a Teacher Need

#### **Opportunities**



**Reflect:** Think about an individual teacher or group of teachers you support. What opportunity can you capitalize on to improve virtual teacher support? What constraint might you address to meet a specific need of a teacher or group of teachers? Use the graphic above as a jumping off point, but don't let it limit you.

**Draft a Focus Statement:** Complete the sentence below to help you focus how you will improve virtual teacher support:

"As a (your role), I want to support my teachers with (add opportunity or constraint), so that (add desired outcome."

Example: "As an <u>assistant principal</u>, I want to support my teachers with <u>short term project</u> <u>management</u>, so that we are <u>more clear on roles and work gets done</u>."



# Step Two: Select a Strategy

Based on your focus statement, research and select a strategy to help you make the desired improvement to the way you support teachers in a virtual setting. A number of options are captured in the table.

| Safety + Needs  | Belonging   | Operations  | Teaching +<br>Learning  |
|---|---|---|---|
| Routinely check-in with teachers to assess needs                                | Run a virtual happy<br>hour or team building<br>session   | Create a project<br>management board<br>to clarify actions,<br>owners, dates<br>(sample template)                                     | Facilitate a virtual PLC to examine student work or solve a problem of practice                       |
| Establish office hours where teachers can drop-in and get support               | 16 strategies for teacher appreciation  | Model for teachers and teams how to conduct an effective virtual meeting  | Create videos with Screencast-o-matic to model how to complete actions within and across applications |
| Model and share daily wellness practices with teachers                          | Use check-in questions at the start of each team meeting or coaching conversation to build psychological safety | Create and maintain<br>a central hub for<br>resource sharing<br>(google site,<br>hyperdoc, Padlet,<br>etc.)                           | Lead a virtual<br>learning walk   |
| Share regular<br>updates about district<br>and school timelines<br>and policies | Create a clear onboarding plan so new staff feel welcome and informed  (example - new teacher onboarding)       | Survey teachers to<br>understand needs<br>and how it is going<br>with communications,<br>meetings and other<br>operational structures | Collaborate with teachers to establish the "instructional floor" for virtual learning                 |



## Step Three: Create Action Plan

### Example:

**Focus Statement:** As an <u>assistant principal</u>, I want to support my teachers with <u>short term project management</u>, so that we are <u>more clear on roles and work gets done</u>.

**Selected Strategy:** Create a project management board to clarify actions, owners, dates

Action Plan: (example)

| Date | Action  | Owner                          |
|------|---|--------------------------------|
| 5/20 | Research options for project management tool or document format   | Mr. Jordan                     |
| 5/20 | Schedule meeting with 5th grade team  | Mr. Jordan                     |
| 5/22 | Meet w/5th grade team, introduce idea around project management  Generate list of short term (e.g.,materials return) and long term (re-opening "classrooms" next year), select short term project | Mr. Jordan + 5th Grade<br>Team |
| 5/26 | Build out project (w/1-2 teammates) in new tool   | Mr. Jordan + TBD               |
| 5/29 | Review project, in new tool, at 5th grade staff meeting   | Mr. Jordan + TBD               |
| 6/1  | Launch new project!   | 5th Grade Team                 |

Action Plan: template

| Date | Action | Owner |
|------|--------|-------|
|      |        |       |
|      |        |       |
|      |        |       |
|      |        |       |
|      |        |       |
|      |        |       |