

# MID-YEAR REFLECTION GUIDE

Leaders can continue to support teachers' morale and drive student growth by using the mid-year moment as an opportunity to step back and reflect. In this reflection and ensuing conversations, pinpoint instructional strengths you have observed this fall and make a plan to spread those practices across the building. This resource is designed to help leaders facilitate that process.

STEPS FOR STRENGTHS-BASED REFLECTION	GUIDING QUESTIONS FOR SCHOOL LEADERS AND COACHES
<p><b>Step 1:</b> Gather evidence of teacher strengths from the past semester that led to student engagement, ownership, and a positive learning experience.</p>	<ul style="list-style-type: none"><li>• How did you see a teacher try new instructional strategies or practices these past few months? How did you respond and reward that action?</li><li>• What strategies did a teacher try to increase student engagement? Were there “wins” you could share with the broader team?</li><li>• What specific actions did a teacher take that positively impacted a student's growth and learning?</li><li>• How can you proactively provide positive feedback to the teacher about the observed strength(s) to encourage and build investment for a later conversation? Consider sending a quick note detailing the strength and how you observed students benefiting from their instructional move.</li></ul>
<p><b>Step 2:</b> Decide which teacher strengths to highlight and leverage in other classrooms. Take a moment to bring attention to specific, individual teacher strengths in a public or celebratory way.</p>	<ul style="list-style-type: none"><li>• What do you want your school environment to look and feel like in the spring? How did you see teachers building momentum toward that vision this fall?</li><li>• Is there a specific teacher strength you observed that could support an identified need in the building?</li><li>• Is there a specific teacher move that might be the easiest for another teacher to observe or effectively replicate?</li><li>• How can you shout out the teacher's strength in front of their peers?</li><li>• How can you celebrate the teacher's practice while acknowledging their resilience and specifically pointing out obstacles they had to overcome this year?</li></ul>
<p><b>Step 3:</b> Identify the most effective place to leverage this strength.</p>	<ul style="list-style-type: none"><li>• Who else could utilize or try out the strength(s) you observed?</li><li>• Who already has a positive working relationship with the teacher with the identified strength(s)? Would that teacher be willing to work with his or her peers to share more?</li><li>• Who has a classroom culture that is primed for the identified strategy?</li><li>• How can you utilize this process to bring your teachers closer together as a team? Consider guiding PLC/cluster conversations around an identified strength and allowing teachers to share additional feedback.</li></ul>
<p><b>Step 4:</b> Develop a plan for transferring the strategy across classrooms.</p>	<ul style="list-style-type: none"><li>• What structures are already in place that allow teachers to collaborate?</li><li>• Which leadership team member(s) is the best fit to guide this process?</li><li>• Which process for transfer is most appropriate in this situation:<ul style="list-style-type: none"><li>— Co-planning, observation, and debrief</li><li>— Collaborative planning with grade level/department</li><li>— Analysis of impact of the teacher strategy on student work</li><li>— Recorded lesson segment shared as a model in PLCs/cluster</li></ul></li></ul>
<p><b>Step 5:</b> Determine areas of focus and a strategy to check-in on progress.</p>	<ul style="list-style-type: none"><li>• Based on the identified strengths across the school, how will you select which areas to target and focus on in the upcoming semester? How will you communicate that with educators?</li><li>• What supports will teachers need to scale the transfer of this learning into their classrooms? How will their progress be monitored?</li><li>• How can you collaborate to implement the plan and make refinements?</li><li>• How will you follow up to ensure teachers feel supported?</li><li>• How will you define success?</li><li>• How will you celebrate success, individually and publicly?</li></ul>