

Teacher Collaboration Days: Sample Prompts and Guides

Guiding Questions (sample):

1. What will work for our school?
 - a. Review our current structure and organization. Professional learning community: what does it look like/what could it look like for us(mission, vision)? Consider possible teams: School improvement, Curriculum(Know Understand Do model), Assessment, Interventions, Enrichment
 - b. What do we do well (such as current class collaborations, Buddy program)? What do we need to change? What will work for our school?
 - c. Assess where we are currently through teacher perception data on competencies.
 - d. Explore common assessments.
2. What do we want our students to Know/Do/Understand? (New Curriculum Areas)
3. How will we design inclusive learner-centered activities?
4. How could we teach this using an inquiry and/or interdisciplinary approach?
5. How will we know they have learned it? (Common Formative and Summative Assessments)
6. How will we respond when we know students are not getting it?
7. How will we extend the learning for students who understand and need enrichment?
8. What resources will we need to teach this unit of the new curriculum?

Collaboration Checklist (sample):

MEANINGFUL COLLABORATIVE DISCUSSION: STEP BY STEP	
identified the main content and curricular competencies to be covered in this unit of study	
identified the core competencies to be met through the unit of study	
created a scope and sequence of the content and competencies to be completed in the unit of study	
shared a variety of ways in which the content and competencies can be taught	
discussed what student mastery of the content and curricular competencies would look like so that we are in agreement across the classes of the team members	
created meaningful ways in which inquiry can be infused into the learning	
established common assessments to be used by each member of the team to assess all of our students' mastery of the learning standards and core competencies	
created systems and/ or strategies for engaging students in self-assessment	
developed an effective system for recording the results from our common assessments	
made a plan for assessing data from common assessments and modifying instructional strategies based upon the assessment data	
upon completion of the above, made a list of resources necessary to assist with the teaching	

Collaboration Reflection (sample):

PROMPT	RESPONSE
Insights we gained from our discussion today were.....	
Today's discussion has us wondering.....	
The plan for our next collaborative meeting is	
Ways in which the administration might help us in our collaborative discussions are.....	