Program Leader Debrief - Guidance for Principals/Program Leaders

Purpose:
This document serves as a resource regarding the purpose of the debrief and its process. Evaluators will offer to conduct a 15 minute post-observation debrief with program leaders or a designated member of their team. This is an opportunity to provide onsite feedback of observed highlights, as well as trends across classrooms that can be addressed immediately. Evaluators will then offer some recommendations based on best practices identified in the assessment tools.

STEP I - Prior to Visit

In the pre-observation scheduling communications to programs, program leaders will be informed that evaluators will be available for a brief post-observation debrief following the assessment.

STEP II - Arrival

Evaluators will arrive 30 minutes before the observation.

Evaluators will briefly meet with the program leader or their designee to review the assessment process and schedule a 15 minute time slot after the observation for the debrief.

Evaluators will provide an estimated time for this debrief based upon class schedules shared. **Note:** This time may change as a result of unforeseen circumstances, with the evaluator prioritizing collecting complete and accurate information while on site.

STEP III - The Debrief

Evaluators will not provide scores and cannot talk about specific teachers or staff by name or identify particular classrooms or children.

If the program leader is unable to meet soon after the assessment (approximately 15 minutes), it is unlikely the evaluator will be able to conduct the debrief in person.

If the program leader wishes to debrief remotely (i.e. Zoom, Microsoft Teams), the evaluator will propose a time. The remote debrief MUST take place within 1 business day of the assessment.

Evaluators will provide feedback of observed highlights, as well as trends across classrooms that can be addressed immediately.

Evaluators will offer some recommendations based on best practices identified in the assessment tool.