**Indicator Assessment Planning Template**

**Note:** There is space on this planning template to plan for three indicators. If you need to add action steps, add more rows as needed.

|  |  |  |
| --- | --- | --- |
| **Assess** | **Example** | **My Answer** |
| **Indicator Selected** | A2.05: ALL teachers develop weekly lesson plans based on aligned units of instruction |  |
| **Initial Level of Development** | [ ]  Full Implementation[x]  Limited Development or Implementation [ ]  No Development or Implementation | [ ]  Full Implementation[ ]  Limited Development or Implementation [ ]  No Development or Implementation |
| **Priority Score** | [x]  3-Highest priority[ ]  2-Medium priority[ ]  1-Lowest priority | [ ]  3-Highest priority[ ]  2-Medium priority[ ]  1-Lowest priority |
| **Opportunity Score** | [ ]  3- Easy to address[x]  2- Accomplished in current policy/budget[ ]  1- Requires changes in current policy/budget | [ ]  3- Easy to address[ ]  2- Accomplished in current policy/budget[ ]  1- Requires changes in current policy/budget |
| **Describe your current implementation efforts:** | July 2021 – Teachers use a variety of lesson planning formats with varying levels of detail, from notes in a planning book to detailed multi-point lesson plans that include formative assessment. This leads to inconsistency in both the quality of plans and best practices for instruction. Feedback on lesson planning is limited and inconsistent. There is no shared online storage system for lesson plans. |  |
| **Create** | **Example** | **My Answer** |
| **Assign a team member to monitor this objective:** | Michael Taranto |  |
| **Establish a target date to fully implement this objective:** | 3/31/2023 |  |
| **Fully Met Box Part 1:****Describe below how it will look when this objective is being fully met.**  | Using a standard template to ensure quality and uniformity across all grades, weekly lesson plans are developed by all teachers, aligned to standards, and include challenging learning activities for all students. Learning activities target instruction to each student’s level of mastery. Administration regularly reviews lesson plans each week, and gives feedback as needed for reflection and improvement.  |  |
| **Fully Met Box Part 2:****Describe the information you will use to determine that the objective has reached full implementation, including data, resources, and other evidence.** | Evidence of full implementation includes samples of weekly lesson plans, examples of feedback, and increased academic achievement across all subject areas. |  |
| **Create** | **Example** | **My Answer** |
| **Action Step 1** | Develop a template that will be used across all grade levels and subjects at school for lesson planning. |  |
| **Assigned to** | Erica Smith |  |
| **Target Date** | 8/10/2021 |  |
| **Recurrence** | [x]  None\* [ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year | [ ]  None\* [ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year |
|  | **Example** | **My Answer** |
| **Action Step 2** | Deliver professional development to the whole staff on the newly developed lesson plan template and its critical components. |  |
| **Assigned To** | Michael Taranto |  |
| **Target Date** | 8/30/2021 |  |
| **Recurrence** | [ ]  None\*[ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[x]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year | [ ]  None\*[ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year |
|  | **Example** | **My Answer** |
| **Action Step 3** | During grade level/team meetings immediately after the professional development, instructional coaches will work with teachers on creating team lesson plans following the new template. |  |
| **Assigned To** | Annette Shakinovsky |  |
| **Target Date** | 6/11/2022 |  |  |  |
| **Recurrence** | [ ]  None\*[ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [x]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year | [ ]  None\* [ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year |

\*If the action step happens only once, select “None.” In NCStar, leave this section blank.

|  |  |  |
| --- | --- | --- |
| **Assess** | **My Answer** | **My Answer** |
| **Indicator Selected** |  |  |
| **Initial Level of Development** | [ ]  Full Implementation[ ]  Limited Development or Implementation [ ]  No Development or Implementation | [ ]  Full Implementation[ ]  Limited Development or Implementation [ ]  No Development or Implementation |
| **Priority Score** | [ ]  3-Highest priority[ ]  2-Medium priority[ ]  1-Lowest priority | [ ]  3-Highest priority[ ]  2-Medium priority[ ]  1-Lowest priority |
| **Opportunity Score** | [ ]  3- Easy to address[ ]  2- Accomplished in current policy/budget[ ]  1- Requires changes in current policy/budget | [ ]  3- Easy to address[ ]  2- Accomplished in current policy/budget[ ]  1- Requires changes in current policy/budget |
| **Describe your current implementation efforts:** |  |  |
| **Create** | **My Answer** | **My Answer** |
| **Assign a team member to monitor this objective:** |  |  |
| **Establish a target date to fully implement this objective:** |  |  |
| **Fully Met Box Part 1:****Describe below how it will look when this objective is being fully met.**  |  |  |
| **Fully Met Box Part 2:****Describe the information you will use to determine that the objective has reached full implementation, including data, resources, and other evidence.** |  |  |
| **Create** | **My Answer** | **My Answer** |
| **Action Step 1** |  |  |
| **Assigned to** |  |  |
| **Target Date** |  |  |
| **Recurrence** | [ ]  None\* [ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year | [ ]  None\* [ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year |
|  | **My Answer** | **My Answer** |
| **Action Step 2** |  |  |
| **Assigned To** |  |  |
| **Target Date** |  |  |
| **Recurrence** | [ ]  None\*[ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year | [ ]  None\*[ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year |
|  | **My Answer** | **My Answer** |
| **Action Step 3** |  |  |
| **Assigned To** |  |  |
| **Target Date** |  |  |  |  |
| **Recurrence** | [ ]  None\*[ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year | [ ]  None\* [ ]  Daily [ ]  Weekly[ ]  Twice Weekly[ ]  Twice Monthly | [ ]  Monthly[ ]  Once a Year [ ]  Twice a Year[ ]  Three Times a Year[ ]  Four Times a Year |

\*If the action step happens only once, select “None.” In NCStar, leave this section blank.