The new Appraisal and Development system was designed to increase the effectiveness of each HISD teacher by providing relevant feedback and support, as well as provide meaningful professional development opportunities. The Effective Teachers Initiative team is capturing Appraisal and Development Tools that can serve as resources for principals and appraisers in their management of the System.

**CHALLENGE:** EFFECTIVELY MANAGING DAILY OPERATIONS WHILE INCREASING THE TIME ADMINISTRATORS SPEND IN TEACHERS’ CLASSROOMS

**STRATEGY:** USING DATA TRACKERS TO HELP INCREASE FREQUENCY OF WEEKLY CLASSROOM OBSERVATIONS

A&D Tool in Action: Patrick Henry Middle School

As many appraisers know, being able to visit classrooms on a consistent basis can be a huge benefit for teachers – particularly, if these visits are followed by meaningful feedback. Patrick Henry Middle School Principal Diana De La Rosa believes that frequent visits using the Instructional Practice rubric will yield more meaningful feedback and growth for teachers. That’s why she created a useful data tracker to reflect the amount of time she and her administrators spend inside the classroom to help manage this process. The Administrator Visits Data Tracker, a color-coded at-a-glance system, shows how many classrooms each appraiser visits on a weekly basis. For appraisers, it’s a handy tool for monitoring progress toward meeting goals for classroom visits. For teachers, it’s proof that high-quality instruction is their school’s number one priority.

This A&D Tool concentrates on using a simple data tracker to monitor the frequency of administrators’ classroom observations for the purpose of improving teacher instruction.

**Contact:** Diana De La Rosa, Patrick Henry MS

“This practice sends a message that being in the classroom is the most important thing [we] do.”

– Principal Diana De La Rosa

**What’s Included:**
- A Look at the Tool and How It Works
- Relevant Resources

Do you have a great tool to share? Would you like help implementing this tool? Email us at effectiveteachers@houstonisd.org
## Administrator Visits Data Tracker

### How It Works

1. Each week, every administrator/appraiser visits a pre-determined number of different classrooms for at least 10 minutes during each visit. NOTE: The administrator may determine the number of required visits per week.

2. NOTE: In an effort to focus more on Instructional Practice, Patrick Henry administrators do not appraise teachers who fall under the subjects where they have content expertise (based on past teaching experience and/or certifications). Instead, they serve as coaches in those areas. This further drives appraisers to ground their observations in the rubric and sound instruction.

3. Appraisers review the schedule of teachers on their appraisal roster to determine when visits will take place.

4. Using the IP rubric and the classroom observation form of their choosing to document what takes place during the visit, appraiser conducts observations and saves data from each file to a digital file. NOTE: The feedback and appraiser notes are digitally stored in DropBox (under each teacher’s name) so that the entire administrative team has access to the files.

5. At the end of each week, all observations are entered into a master spreadsheet so that reports can be ready for administrators’ meeting. (These can be entered in by a designee.) The spreadsheet is formulated to populate by week and can be used again each year.

6. DropBox is used to manage all of the documentation for the appraiser visits.

7. A color-coded system is used to track each appraiser’s progress (i.e. did they meet the number of required classroom visits?). If the goals were not met, principal has the option of creating possible development areas.

8. These trackers are used to drive the weekly administrator meetings, which is driven by the data revealed in the trackers: What was seen in the classrooms, which teachers need support and development, and which teachers needed praise. These meetings also serve as an opportunity for appraisers to ensure they were on the same page, instructionally speaking.

### What You Need

- IP Rubric ([link](#))
- Observation Feedback Form ([link](#))
- Administrator Visits Data Tracker ([link](#))

### Why Use It

- The data tracker allows one to quickly see how many classroom visits each appraiser made each week, the average number of classroom visits each teacher received each week, and the total number of visits all of the administrators were completing each week.
- It’s a great management tool to build capacity on your administrative staff.
- Data entered into Excel can be manipulated for different reports.

### Who Uses It

- Building administrators and appraisers
- Administrative Assistants, if possible (for data entry)

### How Long It Takes

- This practice requires a significant time commitment—before, during, and after each regular school day.
Average number of visits per teacher per week

5

Percent to Goal - Weeks 1 & 2

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<th>Administrator</th>
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<th>% Week 2</th>
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</table>

This is a sample report based on data included in the data tracker.

The actual data tracker is linked above in the “WHAT YOU NEED” section.