



Data-Driven Instruction

Protocols and Procedures

August, 2017

Essential Questions:

- How do we use Data Driven Instruction to create a culture of continuous growth for all staff and students?
- How will we plan and implement learning experiences to address the social/emotional and academic needs of our learners based on our data?

Objectives:

- **You will be able to...**
 - Convey your major data goals
 - Describe the importance of using data to inform your instruction
 - Create a plan for how you will use data this year & going forward

Goals

- Annual review and revision of common interim assessments within and across grade levels
 - Always have the end goal in mind
 - All assessments are aligned to grade level standards
 - Rubric for level of expectation for all students in all content areas
 - MCAS 2.0/AP style questions to practice
- Interim review on student progress
- Weekly collaboration with colleagues to analyze data and adjust instructional plans
- Daily formative assessment and in the moment adjustment of instruction

Data Analysis

- Focus on “30 Minute” Analysis Meetings
 - Look for small changes that can yield big results
 - Drives 80% of All Instruction
- Use Various Levels of Analysis (Question, Standard, Individual, Whole Class)
- Re-teaching Gaps in Learning (Why & What)
- Use Interim Assessments as Springboards for Further Probing and Detailed Discussion of Student Strengths/Areas for Growth
- Ensure Fast Turn-Around of Assessment Results (Within 48 Hours)
- Administrative Support at All Stages of the Process

Systems

- District
 - District Data Team to meet at the beginning of each school year, and after each interim assessment period
 - Analyze building level data
 - Complete needs assessment
 - Determine next steps
 - Assign roles/responsibilities
 - Create/revise action plan

Systems

- Buildings
 - Principals
 - Will schedule regular observations & feedback meetings with staff and will communicate those dates/times with staff
 - Will facilitate interim assessment data meetings
 - Will coordinate supports for implementation of daily, formative assessment & flexible group instruction
 - Will oversee work of instructional coaches to determine RTI groups, supports and interventions

Systems

- Buildings

- Staff

- Instructional Coaches:

- Will coordinate and facilitate data analysis and action planning of Title I supports and interventions for RTI blocks
- Will observe and provide feedback regarding the use of formative assessments and use of flexible grouping to adjust instruction for meeting the needs of all learners

- Teachers:

- Meet during common planning time to collaborate in the creation of daily formative assessments and flexible grouping instructional practices
- Create plans and implement adjustments to instruction based on data results

Planning: What and How?

- Systems

- Principals

- Each summer Principals will create an observation/ feedback schedule prior to the beginning of the school year and will share with all staff
 - Begin each school year with the “**Data-Driven Instruction and Assessment**” Self-Assessment Tool
 - Begin each school year with a baseline data analysis and action planning session with staff (Use prior year end of year data)
 - SEL and Academic data as determined by Administrative Council each summer
 - Monitor progress and model adjusting supports for staff based on student achievement/progress data

Planning: What and How?

- Systems

- Teachers

- Each summer teachers will review and revise interim assessments (Use “Interim Assessment Rubric” sheet)
 - Each interim teachers will analyze assessment results, determine student needs and create an action plan for adjusting curriculum/instruction for the next interim
 - Each week teachers will collaborate during common planning time to determine student needs, share strategies for adjusting instruction and provide feedback to colleagues regarding areas of concern
 - Each day teachers will use at least one formative assessment and adjust instruction “in the moment”

Planning: What and How?

- Interim Assessment Analysis/Action Planning
 - Assign a Note Taker for each Interim Assessment meeting
 - Use “School Data Team Interim Assessment Meeting Notes” document to record and memorialize the meeting
 - Use “Data-Driven Analysis Meetings” sheet and “Going Deep: Analysis of Assessment Results” sheet to guide interim assessment meetings
 - Use “Standards Analysis”, “Student Analysis” and “6 Week Instructional Plan” sheets to dig into the data

Planning: What and How?

- Weekly Analysis/Action Planning
 - Assign a Note Taker for each Weekly meeting
 - Use “Common Planning Notes” document to record areas of growth, areas for improvement and actions to be taken
 - Use “Going Deep: Analysis of Assessment Results” sheet to guide meetings
 - Use “Standards Analysis” and “Student Analysis” sheets to dig into the data and revise action planning as necessary

Planning: What and How?

- Daily Assessment Analysis/Action Planning
 - Use “School Data Team Interim Assessment Meeting Notes” document to record and memorialize the meeting
 - Use “Going Deep: Analysis of Assessment Results” sheet to guide interim assessment meetings
 - Use “Standards Analysis”, and “Student Analysis” sheets to dig into the data

Resources

- Examples of Formative Assessments to Try

- <https://globaldigitalcitizen.org/10-innovative-formative-assessment-examples-for-teachers>
- <https://wvde.state.wv.us/teach21/ExamplesofFormativeAssessment.html>
- <https://docs.google.com/presentation/d/1nzhdnyMQmio5INT75ITB45rHyLISHEEHZIHTWJRqLmQ/pub?start=false&loop=false&delayms=3000#slide=id.p>
- <https://docs.google.com/presentation/d/1nzhdnyMQmio5INT75ITB45rHyLISHEEHZIHTWJRqLmQ/pub?start=false&loop=false&delayms=3000#slide=id.p>
- <https://www.aaeteachers.org/index.php/blog/1559-12-awesome-formative-assessment-examples>
- <http://www.teachthought.com/pedagogy/assessment/10-assessments-you-can-perform-in-90-seconds/>

- Google Drive Team Folder

- I. Go to the shared “Data Driven Instruction Team Folder” (Double click)
 - I. All forms noted in this presentation are available for view and download in one of the three folders:
 1. Administrative Planning/Facilitation Documents
 2. Common Planning Documents
 3. Interim Assessment Meeting Documents