

Support Roles for Teacher Planning

This resource outlines potential roles and responsibilities for supporting planning and supporting those who support planning.

Role	Responsibilities
District content specialist	<ul style="list-style-type: none"> • Communicate and create planning vision with school administrator • Work with administrators to identify dedicated planning time for all teachers • Lead collaboration meetings for those who support planning (instructional coaches or teacher leaders) • Support those leading planning sessions to notice, interpret, and respond to teacher planning needs • Develop/adopt/adapt and implement a planning protocol at the unit level • Develop/adopt/adapt and implement a planning protocol at the lesson level • Develop/adopt/adapt and implement a rehearsal protocol for teachers to rehearse and get feedback on aspects of instruction • Observe planning sessions and provide feedback on facilitation • Develop and implement a reflection protocol connecting planning and instruction with evidence of student learning • Monitor progress of instructional planning <ul style="list-style-type: none"> ○ What's working? ○ What's not working? ○ What are areas needing additional support?
School administrator	<ul style="list-style-type: none"> • Provide teachers with dedicated planning time • Understand vision and protocols for planning • Engage in planning sessions with instructional coach and teacher leaders • Observe planning sessions regularly, identifying areas that would benefit from support and work with instructional coach or teacher leader to provide support
Instructional coach or teacher leader	<ul style="list-style-type: none"> • Anticipate areas of teacher support <ul style="list-style-type: none"> ○ Understanding content

	<ul style="list-style-type: none"> ○ Pedagogical decisions ○ Adapting materials • Lead weekly planning meetings • Implement planning protocol at the unit level • Implement planning protocol at the lesson level • Provide teachers with feedback on lesson plans • Provide teachers with feedback on enactment of lesson plans • Use rehearsal protocol for teachers to rehearse and get feedback on aspects of instruction • Co-teach and co-plan as needed with grade level teachers
Teacher leader	<ul style="list-style-type: none"> • Teach materials one week before other teachers on grade level team • Annotate plans to identify elements that contributed to student learning and elements that could be improved