GUIDING QUESTIONS

Component Four – Professional Responsibilities
(With exception of element 4d - Reflecting on Professional Practice)

The questions below are suggestions for stems related to each of the elements of the components. It is not expected that all questions would be asked during a conference. However, it is expected that information about each of the components be sought during the formative process. There are times when administrators inferred how and why something occurred. These questions provide guidance in how to seek clarification and move toward true evidence to record.

4a. Communicating with Families

- How does the teacher communicate academic and behavioral information? How does the teacher adapt the communication for families of ELL students, if applicable?
- How does the teacher inform families of the instructional programs and activities of the school?
- How does the teacher assure that communication with families is two-way and on-going throughout the year?

4b. Recording Student Data in Approved DOE Record System

- How does the teacher create, maintain, and monitor their record keeping system?
- How does the teacher use the information within the record keeping system to promote learning?
- How does the teacher inform the students of the records contained within the system and assist them to use the information to improve performance?
- How does the teacher inform others of information within the system that may be needed to assure services and safety for the students?

4c. Growing and Developing Professionally

- How does the teacher set goals to grow and develop professionally within the school setting? What evidence of this growth has been noted?
- How does the teacher set goals to grow and develop professionally outside of the school setting? What evidence of this growth has been noted?
- How does the teacher participate in the growth process annually?
- What are the teacher’s professional goals for the current year and how are they aligned to the needs of the students, school, or district?

4d. Reflecting on Professional Practice

Because of the importance of these questions within the pre and post conferences, they have their own separate link.