

# Mini-Observations Nuts and Bolts

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## **Brief Description:**

For mini-observations to be effective at improving teaching and learning, ten elements need to be in place, under three broad headings:

*Administrators need to have an accurate sense of what's happening in each classroom on a day-to-day basis. To accomplish that, classroom visits need to be:*

1. Unannounced
2. Frequent (about 10 per teacher per year)
3. Short (10-15 minutes)
4. Systematic (all teachers get the same amount)

*Administrators also need to have a good "eye" for instruction. For that, they need to be:*

5. Humble - they're visiting teachers' "homes"
6. Perceptive about instruction and able to decide what's most important
7. Cognizant of the bigger picture - i.e., unit and lesson plans and each teacher's improvement goals

*To make a difference, administrators need to have an effective way to share insights with teachers. Here are the essentials:*

8. Face-to-face conversations with each teacher after each mini-observation
9. Courage in confronting mediocre and ineffective practices
10. A way of giving