education
northwest

**CREATING STRONG
SCHOOLS & COMMUNITIES**

# Oregon Department of Education HB 2680
# Administrator Interview/Teacher Focus Group Protocol[1]

1. Instruction and collaboration
   a) What constitutes effective teaching in your school? How are these characteristics communicated to staff? How important is a shared understanding of good teaching in promoting student success? How does it show up in your school?
   b) How do administrators/teachers use data and research to make decisions in your school/classroom?
   c) Can you describe your school's implementation of the Common Core State Standards in ELA?
   d) Can you describe your school's implementation of the Common Core State Standards in math?

2. Leadership
   a) Can you describe the leadership structures at your school, and how effective you think they are, and why?
   b) [Admins only] How does the district support the school's work?

3. Assessment
   a) Does your school (or district) have a comprehensive assessment plan that is currently in use?
   b) [Admins only] What types of assessment data do administrators use to make decisions at the school level?
   c) What types of assessment do teachers use and how?

4. Professional learning
   a) Through district-wide offerings, approximately how many hours of professional development in the past three years have focused on instructional practices (including CCSS)? Assessment practices? What else? What about at the building level?
   b) How is/was the professional development delivered and by whom? Resources?
   c) How does the administration determine the needs?

5. School conditions for learning
   a) How does your school create positive home-school relationships and to what extent do they play a role in student success?
   b) How does your school promote order, safety, and discipline and to what extent do they play a role in student success?
   c) How does your school ensure student engagement and to what extent does it play a role in student success?
   d) How does your school create opportunities for collaboration and teamwork and to what extent do they play a role in student success?

[1] Adapted from Guiterrez, 2014; Hattie, 2008; Oregon Department of Education, 2013