



Facilitator Guide for Critical Reading and Cornell Notes

Understanding the Teacher Evaluation Domains & Elements

Materials Needed: Copies of the PED Rubric of Domain Areas & Elements, Cornell Notes template, pencils, pens, markers, chart paper.

Activity to be completed after teachers have had the opportunity to discuss “Just the facts” and have been introduced to the new Evaluation system. This activity is intended to provide teachers with a basic understanding of what is expected of them under each of the Domain elements.

Essential Question: What does effective teaching look like?

- * Divide teachers into groups based on the domain areas (and elements for larger staffs).
- * Pass out Rubric & Cornell Note templates.
- * Assign each group a Domain area & element(s) Based on number of groups identified.
- * Provide direction: Using critical reading strategy of Marking the Text, teachers will be expected to read their assigned element(s) and examine how the level of effectiveness differs for each level.

When reading teachers are to do the following:

Circle: key terms, vocabulary, essential words

Underline: relevant information to the text (evidence, details, description)

- * Group Discussion. Upon completion of reading independently, teachers (groups) should discuss each element and the levels. Discuss each level and how might that look like in a classroom. (What evidence would they see?) (Teacher behavior, Student behavior, artifacts, etc.)
- * Cornell Notes. Upon completion of each element in each domain, using the Cornell Note template, each group member is to make their own set of notes that outline the Domains & the various elements for each domain (a-e/f) **See example copies that have been have been created for you to use as a guide.**
 - * Each teacher’s set of notes should be personalized by removing the 3rd person and make more I statements. This will help teachers make a personal connection in developing their understanding of the domains as well as begin the self-reflection process.
- * Closing. Each group reports out its’ Domain and/or assigned element. As each group reports out, the facilitator or recorder uses the Cornell Note template (electronic on Promethean Board or overhead) to summarize the discussion that will follow as a staff as each group reports out. Upon completion, a master copy of the notes will have been developed and is provided to each staff member for them to reference as they continue PD throughout the year.

Note: This activity can be done independently by each teacher & act as a pre-reading strategy before launching into the other activities provided.