



## **AP 410 Appendix B - LCSDF Planning Interview Discussion Guide**

This checklist is to assist administrators in conducting the planning interviews. The interview is designed to be discussed in the teacher's classroom/learning space. The questions serve as a guide for the teacher to demonstrate each piece to the administrator conducting the interview. The questions are not stand alone, as they should entice further discussion on the topic presented. The teacher should show you the materials being asked about, including planning documents and other LCSDF planning supports that assist in demonstrating evidence that convicts him/her of excellence.

### **1. Catholic Faith Integration**

- Show me how Catholic Faith is represented in your classroom/learning space.
- Show me how Catholic Faith is incorporated into your year plans.
- Show me your classroom faith space. Each classroom needs a crucifix, Bible and picture of the Pope. Each classroom's faith space can have optional items to be purchased by the schools: rosary, liturgical cloths, Holy Water, candles, other resources (faith posters, Gospel quotes posters).

### **2. Planning**

Show me you have an understanding for the components of the curriculum and have appropriate plans incorporating these understandings.

Show me how you utilize the LCSDF planning documents, including the LCSDF Way.

Show me what would happen for instructional preparedness if you were unexpectedly absent for more than one week.

Show me how you will use technology to enhance student learning (practices should enhance your skills and/or build time efficiencies in your day).

### **3. Lesson Presentation and Instructional Skills**

(see lesson observations)

### **4. Classroom Organization and Management**

Show me the procedures and routines of your classroom and school (such as first day script, Behaviour Matters instruction, student absenteeism, bell work, substitute teacher plans, etc.)

### **5. Positive Classroom Environment**

Show me what you do to demonstrate learning is important (i.e. seating, bulletin boards, etc.).

Show me how you will keep your students organized.

### **6. Assessment and Evaluation**

Show me the connection between your curricular outcomes, learning targets, instructional strategies and assessment practices.

Show me how you keep and maintain timely student records and anecdotal notes.

Show me how you balanced and effectively paced your assessments throughout the course.

Show me how you will use data to influence instructional planning.

**7. Interpersonal Relations and Communication Skills**

Show me how you use student agendas and/or Progress Reports to communicate between home and school.

Show me how you effectively plan for student-led conferencing, parent phone calls and program information nights/letters.

Tell me how your Professional Learning Team plans and works together.

**8. Professionalism**

Explain your understanding of duties of teachers and the STF documents (Code of Conduct, Code of Ethics and Code of Competency) and how you demonstrate them.

Tell me how you contribute to the professional responsibilities of the school and division.

Show me how you maintain organization to your school day including school masses, retreats and prayer services, supervision duties, and other responsibilities (including email).

Show me Google Classroom your understanding of how your grade alike Google Classroom can support your practice.

Show me how to access the Technology Deficiency Form.

Show me your understanding of how your Professional Learning Journal can support you.