



School Video Coordinator School Visit Protocol

Meeting the School Video Coordinator

You can set the stage for a strong relationship during your first meeting with the School Video Coordinator. During this first meeting, you should:

Introduce yourself: Share why you joined the PIT CREW or Department of Support and Development and why you are looking forward to working with School Video Coordinators.

Thank them for agreeing to be the School Video Coordinator.

Share your enthusiasm about building a relationship with the SVC: Share how important learning from exemplary teachers is to your role as a PIT Crew member; discuss why you value the opportunity to build mentoring relationships with many School Video Coordinators; share how that by networking with School Video Coordinators you are looking forward to building your own toolkit of best practices that you will use in your role.

Ask the SVC a few questions about his or her classroom, working style, and expectations: Asking these questions will set the stage for your working relationship. This conversation can also surface any confusion or misunderstandings the SVC may have about his or her role (if the SVC has questions or mentions requirements/expectations that you were unaware of, respectfully refer them to Monica Jordan).

Ask the following questions in each section and record responses in the blank rows. Please add additional notes as needed. Email or send completed form to Monica Jordan in E101 at the Teaching and Learning Academy within 48 hours of school visit.

Basic Requirements Questions:

Made contact with Learning Coaches (per MT rubric and per LC rubric)?
Received and read documents shared via email?
Signed MT and submitted agreement?
Logging activities in the MT time-log?

Reflective Practice questions:

Media Release covers parent permission – does he or she have the master list of parental non-consenters?
Logged into Teachscape and created a test capture?
Held meeting (s) to teach how to use the camera and why to use it (Reflective Practice, Observation, Library of Best Practice, Collaboration with Colleagues, Independent study)?
Have Teacher Agreements been signed and collected?
Created a schedule to support camera use that is equitable to everyone in their building?

Observation questions:

Has principal developed MT Observation schedule?
Emailed schedule to Monica Jordan?
Need OASYS support?
Navigation
Scripting
Rating
Refinement/Reinforcement

