

Teacher Focus Group on Planning Support

This resource provides sample questions for a teacher focus group to understand current supports for planning. Capture these insights during contract hours is recommended. Insights can be completed formally in a focus group, via a survey, or informally in conversations.

Prompts/Questions for Teacher Focus Group

Current planning supports	<ul style="list-style-type: none">● Describe your current participation in group common planning support (e.g., grade-band meetings, content group meetings).● What does a typical common planning meeting look and sound like?● What is the current common planning structure?● Who meets? When and how often do you meet?● What are the norms for your common planning time?● What are the roles of the members of your common planning team?
Teacher satisfaction with planning supports	<ul style="list-style-type: none">● What is effective within your common planning time? Why?● What is not effective within your common planning time? Why?● What would you like more of?
Lesson preparation structures	<ul style="list-style-type: none">● What role does lesson preparation play within your common planning time?● How do you prepare for lessons within your common planning time?● What is the process for understanding and planning at the unit level?● What is the process for understanding and planning at the lesson level?● Where do you need help in lesson preparation?
Use of student work	<ul style="list-style-type: none">● How do you use student work within your common planning time? How often do you use it?● Do you use specific protocols or tools to look at student work? What are those?● How do you determine what student work to analyze within your common planning time?
Assessment data	<ul style="list-style-type: none">● What role does student assessment play within your common planning time? How do you use it and how often?● What processes or protocols do you use to look at assessment data?● What assessment data do you use?