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	• 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	• 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	• 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	• 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	• 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?