

**A Continuous Process of Improvement:
Collect - Analyze - Process - Act (CAPA) Cycle Protocol - Feedback Checklist**

Effective educators regularly provide clear, timely and actionable feedback based on evidence that is aligned to performance standards. Educators proactively engage in conversations about performance or growth to strengthen teaching and enhance student learning and show commitment to a continuous process of improvement by demonstrating an ability to:

Feedback Checklist	
1. Collect objective evidence against specific criteria or goals that is free of bias, opinions and judgment and quantifiable when appropriate.	
2. Collect evidence that represents the various parts of the lesson, learning experience and/or associated artifacts. Evidence gathered during observations represents actions and voices of both the teacher and students.	
3. Accurately align evidence to specific criteria/expectations and levels of performance.	
4. Utilize gathered evidence and key language from the indicators/levels of performance in written or oral feedback statements that align present position/performance with the standard(s) and/or goals.	
5. Clearly communicate area(s) of strength aligned to specific criteria/level of performance to describe exactly what was done well and why it is important to continue or enhance that same practice.	
6. Focus corrective feedback that strategically prioritizes one or two most important practices, aligned to specific criteria/level of performance, that is descriptive to enhance teacher effectiveness and improve and/or extend student learning.	
7. Provide tangible and transparent feedback that includes suggestions, strategies and/or questions to clearly communicate specific and appropriate actions/areas of growth that can be put to use to improve performance and learning.	
8. Provide feedback that will support self-reflection in relation to the success criteria in order to set goals and take action.	
9. Use clear and precise language and symbols to communicate feedback.	