

Leadership Capacity Toolkit

Teacher Intervisitation Log



Who Would Use This Tool?

Administrators, Coaches, Facilitators and Teachers.

Overview of Tool

The teacher intervisitation log is a useful tool that will help a teacher identify how to set goals around an area that they hope to improve in regards to their practice. The log is designed to identify areas of growth, set goals, list strategies, and ultimately it is a tool that will help the teacher determine positive outcomes. This log can be used to coach teachers and it can also provide a way in which teachers organize their thinking around their goals.

How Should a Leader Use This Tool?

The log is pretty straight forward. Determine your needs, write out your measurable goal. List your strategies that will help you address your goal. Then you use the chart to determine your checkpoints on progress, how your work will be monitored, and determine what additional supports you may need as you work toward your goals.

Expert Principal Tips for Using this Tool

Be sure that the goals are measurable.
Stick to your progress monitoring dates.
Be sure to meet with the teacher regarding their plan

Teacher Intervisitation Log

Teacher: _____ Date: _____

Class/Teacher being visited: _____

My Goal: _____

Evidence collected for my goal goal (Notes)	
Strategies I will implement in my class to achieve my goal	
Resources needed	
When will I achieve my goal?	
How will I monitor my progress?	
Questions I have/additional support needed	