

**Teacher Observation Guide: Active Listening Framework**

The purpose in observing teachers is to actively listen to what they are saying and thinking about. When you are in the room, position yourself as a learning partner, curious and interested in what the teachers are doing and thinking more deeply about. Your role is to actively listen to get information about what is on the teachers’ hearts and minds that will inform strategic planning on Friday. You are invited to use the *Active Listening Framework* and take notes on what teachers are saying during their learning session.

**Active Listening Framework**

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| **Skill** | **What are you hearing?** |
| **Mirroring**  *State exactly what the person says* |  |
| **Accuracy of Paraphrasing**  *Restate in your own words what the person said to show him/her that you understand his/her point* |  |
| **Staying present**  *Open responsive posture*  *Make eye contact*  *Lean in & focus on the conversation*  *No technology* |  |
| **Open-ended questions**  *What would happen if…*  *What might be the impact on student learning if you…?*  *What would change if you…?* |  |