

Teachback leader checklist: This document guides leaders through the steps required to lead a teachback session. A teachback is a training exercise where a leader selects a targeted segment of a lesson to be practiced by members of a content team. The goal of a teachback is to improve teacher performance on the lesson being studied and on future lessons, by creating transferable takeaways for teachers that elevate their overall practice.

Before	Looks Like (Total Prep Time ~ 30 mins)	Done?
Planning	✓ Launch the unit that is the source of the lesson to be studied and practiced so that teachers know the essential understandings and the larger goals for student performance in the unit.	<input type="checkbox"/>
	✓ Select the lesson carefully based on observations of the current state of teaching practice and student performance on the team and gaps in implementation. The objective of the teachback should be tied to 1 or 2 HIIP practices that represent an ongoing area of focus and have a clear connection to raising student achievement.	<input type="checkbox"/>
	✓ Read the lesson multiple times, first as a teacher, then as a student (as a leader who will guide teachers through all aspects of the lesson). Ensure teachers read the lesson.	<input type="checkbox"/>
	✓ If there is an associated text with the lesson that students will read either before or during the lesson, read the text and compose highest level main idea of the text in order to guide others. Also, ensure that teachers read the text.	<input type="checkbox"/>
	✓ If not already done, create a series of questions to accompany the lesson that will lead students through levels of understanding from knowledge (facts on the ground) to evaluation (analysis). Write out potential high- and low-level student responses.	<input type="checkbox"/>
During	Looks Like (Total team ~ 40mins)	Done?
Launch	✓ Norms are reviewed and include: (1) everyone participates – as much as time will allow; (2) no stopping or re-do’s, keep teaching; (3) no side comments or explanations, keep teaching; (4) incorporate previous feedback into your own teachback; (5) we will all make tons of mistakes – that’s the point of practice. 6) awkwardness is normal & to be expected.	<input type="checkbox"/>
	✓ Walk teachers through a basic overview of the lesson that includes the main idea of the text being studied, the primary objective of the lesson and potential student misunderstanding.	<input type="checkbox"/>
Meeting Content	✓ Give teachers time to review, prepare and ask clarifying questions on the lesson after initial review (5 minutes).	<input type="checkbox"/>
	✓ Teachers take turns teaching a small but important piece of the lesson (roughly 3 – 5 minutes) with other teachers serving as students and providing a variety of answer types (often the leader secretly assigns roles to the “students” for this).	<input type="checkbox"/>
	✓ Provide targeted feedback to the teacher specifically addressing the teaching focus of the session and progress towards excellence (1-2 minutes).	<input type="checkbox"/>
	✓ Remind subsequent teachers to incorporate previous feedback and work towards exemplary performance with each teachback.	<input type="checkbox"/>
Wrap-Up	✓ Reflect with the team on the progress made towards the stated objective of the meeting. Teachers should share their individual perspectives on what they learned through conducting teachback.	<input type="checkbox"/>
	✓ Summarize the areas of instructional focus that were rehearsed as well as any other instructionally relevant takeaways from practice session.	<input type="checkbox"/>
After	Looks Like	Done?
Follow-Up	✓ Any noted takeaways or next steps are included in a follow up e-mail to the team that includes due dates and clear lines of responsibility for each item.	<input type="checkbox"/>
	✓ Sets schedule to observe teachers implementing instructional moves or lessons covered in the meeting and collect student work from those lessons.	<input type="checkbox"/>