**Essential Questions for Focus Group Interviews**

**Stakeholder Group: Teachers/Instructional Staff**

**Instructions**

* The questions below are required as a part of the process.
* Identify one of your team members to record the responses of stakeholders in the focus group paying attention to the information shared and the sources of their responses (evidence, conversations, observations). Ask them to record the number of stakeholder participants in the section at the end.
* Introduce yourself and team members and identify the purpose of the focus group and how the process will be carried out.
* As the lead interviewer, it may be appropriate for you to define the levels of impact for each set of questions.
* Honor the time allotted.

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| **Engagement:** The level of involvement and frequency stakeholders engage in activities that support the desired practices, processes or programs. | |
| * In what capacity are you involved in the school's/institution's continuous improvement process? |  |
| * What are some examples of your involvement in decision-making for this school/institution? |  |
| * Describe the opportunities you and your colleagues have to engage in professional learning conversations and learning experiences to improve instructional delivery. |  |
| **Implementation:** The quality and fidelity of the desired practices, processes, or programs are being implemented and monitored. | |
| * What practices and/or programs are in place to ensure students' learning needs are met? |  |
| * What is the expectation for you to use data to make decisions about your students' learning needs? |  |
| * How are you informed about processes, practices, and expectations that impact the school/institution and your responsibilities? |  |
| * What is the process for you to provide information, feedback and or data to the school/institution's leaders for improvement purposes? |  |
| **Results:** The establishment of metrics and the collection and analysis of data and evidence to demonstrate achievement of the desired result(s). | |
| * In what ways do you measure your students' progress and use data to meet the needs of all learners? |  |
| * How well is the school/institution performing overall and what types of data are shared with you about its overall performance? |  |
| * What types of data are collected and analyzed to give you feedback on your performance? |  |
| **Sustainability:** Results achieved consistently demonstrate growth and improvement over time. | |
| * How do you know student learning is improving from one year to the next? |  |
| * What are some examples of programs, initiatives, or practices that have improved the school/institution the past three years? |  |
| * How does the school/institution know if it is demonstrating growth or improvement over time? |  |
| **Embeddedness:** The desired practices, processes, or programs are deeply ingrained in the culture and operation of the institution. | |
| * Provide examples of practices or programs that are considered part of the school's/institution's culture. |  |
| * Describe how the use of data to make decisions, such as instruction, budgeting and professional learning, are ingrained in the school's/institution's culture. |  |
| * When you think about this school/institution, what are some things that come to mind that everyone is expected to know and do? (This is the way we do things here.) |  |
| * What are some words you would use to describe this school/institution when you talk with teachers who work at other school/institutions? |  |

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| Total Number Stakeholders in Group |