

# Instructional Presence Walkthrough Tool

## Insights for Principals Committed to Instructional Leadership

Use this tool during informal classroom visits to engage in purposeful, learning-focused observation and follow-up. This is not for evaluation, but rather to support reflective teaching, instructional alignment, and professional trust.

### SECTION 1: CLASSROOM SNAPSHOT

- Date:
- Time In/Time Out:
- Teacher:
- Grade/Subject:
- Number of Students Present:

### SECTION 2: INSTRUCTIONAL FOCUS POINTS

Look For	Brief Notes/ Evidence
1. Learning Target Posted and Clearly Communicated to Students	
2. Student Engagement (e.g., on-task, active)	
3. Evidence of Differentiation/Inclusion	
4. Teacher's Use of Instructional Strategies	
5. Student Thinking/Academic Discourse	
6. Connection to PLC Goals or Data Priorities	

### SECTION 3: REFLECTIVE QUESTIONS FOR FOLLOW-UP

Select 1–2 questions to guide a post-visit conversation or reflective note:

- What learning outcomes were you most focused on during this lesson?
- How do you think students responded to this approach?
- What adjustments might you consider for the next lesson based on what you observed today?
- How does this lesson build on recent PLC discussions or student data?
- Is there anything you'd like support with related to this lesson or strategy?

### SECTION 4: PRINCIPAL NOTES AND NEXT STEPS

- Celebrations or Noticings: *What is working well here? What can be affirmed or shared with others?*
- Opportunities for Growth or Follow-Up: *Is there a support resource, co-planning opportunity, or future visit to consider?*
- Next Step I Can Take as a Leader: *What's my leadership move to support this teacher or team?*

### TIPS FOR USE

- Bring this tool on a tablet or clipboard during short 10–15-minute visits.
- Use your notes to affirm teacher practice, raise inquiry-based questions, or connect back to PLC work.
- Build trust by sharing reflections in a non-evaluative, appreciative tone.
- Over time, use aggregated insights to inform professional development and PLC focus areas.