

ENGAGING STAFF MEMBERS WITH INSIGHT SURVEY

Tips and strategies gathered from DCPS schools and other Insight districts

REVIEW YOUR INSIGHT

Identify areas of strength

Choose 1-3 domains to celebrate; consider criteria such as:

- Is your school's score near or above the average of top quartile schools?
- Has your school seen a marked improvement in the domain (>0.5)?

Prioritize areas for focus

Choose 1-2 domains to prioritize based on one or more of the following criteria:

- Is your school's score well below the top-quartile schools?
- Has your school seen a marked decline in the domain (>0.5)?
- Does a domain align to existing priorities in your school?

Dig deeper

Once you have selected domains for focus, consider the following:

- Which questions within the domain have the largest gaps from top-quartile schools or from the district average?
- Which questions within the domain saw the largest decline from the last survey administration?
- Which questions relate most to existing priorities at your school?

DECIDE WHAT TO SHARE

Share your rationale

Let teachers know why you are discussing these domains (areas of strength and focus), including both results from Insight and how/why these domains fit into the broader plan or vision for the school.

Share the details

Share as much from your domain(s) of focus as possible, including all items from within that domain. Additionally, if there are open-ended comments (found on the last pages of your school report) which are relevant to the conversation you would like to lead, you may summarize themes from within those comments in order to bring forward the ideas without breaking teacher confidentiality.

TIPS FOR SHARING

Consider sequencing

Think through the order in which you want to share this information. You may want to share information with your ALT and LEAP Leaders first, so they have an opportunity to ask questions and clarify next steps, and are well-positioned to support key messages as you share the results with the rest of the teaching staff.

Keep it timely

Generally, the sooner you can share results the better. Not only will it feel good to be thanked and hear results soon after taking the survey, it's also a quick-win for teachers to know you have their feedback. Sharing results early also gives you more time before the next round of Insight to tackle next steps and make progress on your priority areas. All of this helps support positive engagement during the next survey administration cycle.

Be open to feedback

Teacher feedback is at the heart of Insight, both during the survey administration and engagement sessions. If you solicit feedback from teachers regarding Insight results, be clear on how you will use their feedback. Avoid setting expectations with teachers that you won't be able to meet.

Thank teachers

Thank teachers for their honest feedback, and note why their involvement is so crucial to efforts to celebrate and improve the instructional culture at your school.

Be targeted

Prioritize sharing those domains that you want to celebrate or focus on for improvements.

Share in person

Share results in person rather than over email or memos, as this allows you to frame the results, guide the conversation, ensure common understanding, and gather additional teacher feedback.

RESOURCES

The following resources can be found within the Insight section of the *IMPACT Resources for School Leaders* course on [Canvas](#)

INTERPRETING INSIGHT RESULTS

How to use the Insight School Report

- A short [video](#) that discusses how to use and interpret the data contained in the school report

Using Insight to Measure Progress Over Time

- Guidance on how to use Insight to measure progress over time with respect to your instructional culture

Guidelines for Setting Domain Goals

- A one-pager on how to set ambitious and feasible goals within your focus domains

ENGAGING STAFF MEMBERS

DCPS Sample PowerPoints for engaging with staff

- Two PowerPoint presentations from DCPS staff meetings used to reflect on Insight results
- A PowerPoint template with instructions for how to customize the content based on your audience and the Insight information you would like to share

DCPS Sample ALT Meeting Agenda

- A meeting agenda from a DCPS school for engaging the ALT in reflecting on the Insight results

Memo Template for sharing results with staff

- An easy-to-customize memo for sharing Insight results with teachers

