



## Use the Data Protocol

### *Part of the DATA LITERACY FOR INSTRUCTIONAL LEADERS Series*

#### **Introduction**

Data literacy is the ability to gather, interpret, and use multiple data sources effectively to improve student learning. When building a data literate culture and improving one's habits within that culture, a protocol – or routine procedure – can be helpful. The SCDE Data Analysis and Planning Protocol is designed to help an educator or team of educators at any level – classroom, school, or district – describe, analyze, plan action, and evaluate results of that action in relation to a specific set of data.

#### **Alignment with PADEPP Standards and Criteria**

This professional learning activity can be used as part of PADEPP Standard 9 to develop and implement an appropriate annual professional development plan. In addition to Standard 9, this professional learning activity aligns with the following PADEPP standard(s):

##### *Standard 2: Instructional Leadership*

An effective educational leader fosters the academic success and well-being of each student by leading the development and alignment of the organizational, instructional, and assessment strategies that enhance teaching and learning.

- Ensures the use of data from appropriate assessments and educational research to continuously monitor progress and strategically improve instruction in response to ongoing progress monitoring.

##### *Standard 4: Climate*

An effective educational leader fosters the academic success and well-being of each student by advocating, nurturing, and sustaining a positive, equitable school climate.

- Initiates and maintains strategies to promote collegiality and collaboration among the staff to ensure high expectations for professional work, ethical and equitable practice, child-centered education, and continuous individual and organizational improvement.

#### **Competency**

The instructional leader must be able to use high-quality routine procedure to describe, analyze, plan action, and evaluate results of that action in relation to a specific set of data.

#### **Instructions**

1. Secure two sets of data that you wish to examine. These can be of any type or format, but one will be the primary focus of your examination and the other will be secondary.

For the protocol, you will also need a thought partner. Your partner will also need access to the primary and secondary sets of data, as well as a copy of the protocol.

2. Read and become familiar with the SCDE protocol ground rules. These seven ground rules should be adhered to exactly the first few times you use the protocol in order to build effective habits. Be sure to allow yourself and your partner at least fifteen minutes of uninterrupted time for the completion of the protocol.
3. Following the rules (including time requirements), please use the protocol to examine the primary set of data.
4. After completion of the protocol, please create a written reflection. Be sure to respond to all reflection questions as follows:
  - What were the strengths of using the protocol process for you and your thought partner?
  - How might you continue to improve your use of the protocol process for analyzing and planning with data in your role?
  - How might you introduce the protocol process to other leaders and teachers in your school?
  - How can you use this protocol (or one like it) to help create a data literature culture in your school?

### Learning Resources

South Carolina Department of Education. (2017). *Use the data protocol*.

### Proof of Learning Rubric

Evidence	Not Proficient	Proficient	Exemplary
<b>Completion of Protocol</b>	The leader did not complete the protocol correctly.	The leader completed the protocol correctly, following all ground rules.	--
<b>Leader Reflection</b>	The leader's reflection is not complete.	The leader's reflection contains thoughtful responses to all questions.	The leader's reflection contains thoughtful responses to all questions, and contains additional reflection and/or planning.

### Submission Guidelines

The principal or instructional leader should submit his/her proof of learning to a supervisor and discuss next steps.