

Quickstart guide: School administrator



How to use this guide

- Set up reflection points for the start, middle, and end of the school year.
Can also be used individually (use the personal format)
- Create reflection assignments in MirrorTalk using sample objectives (use the prescribed format)
- Share assignment links with teachers/staff
- Have staff complete reflections at key points within the school year.



Why add MirrorTalk to your school?

- Foster continuous professional growth and reflection
- Track and adjust instructional practices
- Encourage goal setting and accountability
- Collect valuable data for school improvement



Sample objectives

TOPIC

OBJECTIVE

Copy this into [mirrortalk.ai](https://www.mirrortalk.ai) in the learning objective space

1	Start of the school year	<p>Focus: Core</p> <p>Teachers will reflect on their personal and professional goals to assess their growth and identify areas for further development. Teachers will reflect on their personal and professional goals and how they align with school and district priorities.</p>
2	Before winter break	<p>Focus: Depth of Knowledge</p> <p>Teachers will evaluate the effectiveness of instructional strategies used in the first half of the year, identifying successful approaches and areas for revision. They will also explore potential new strategies or resources to implement in the second half of the year to enhance student learning outcomes.</p>
3	Before spring break	<p>Focus: Depth of Knowledge</p> <p>Teachers will reflect on student engagement and motivation throughout the year, assessing signs of burnout or distraction. They will identify which activities and instructional strategies have been most effective in maintaining student focus and enthusiasm for learning.</p>
4	End of the school year	<p>Focus: Problem-solver</p> <p>Teachers will reflect on the effectiveness of their teaching methods, identifying strategies and tools that had a positive impact on student learning. They will assess how they adapted to unexpected challenges and evaluate how these experiences contributed to their professional growth and development over the year.</p>