## A Model for Improving Teacher Retention

<table>
<thead>
<tr>
<th>For instructors to feel:</th>
<th>Administrators will:</th>
<th>Self Evaluation Questions</th>
<th>________’s Ideas (your name here)</th>
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</thead>
</table>
| **Respected...**        | 1. Maintain standards of quality  
2. Give them autonomy in the classroom  
3. Invite their input  
4. Acknowledge their contributions | • How do we maintain the quality of our programs? Do instructors feel comfortable coming to leadership with concerns about quality?  
• How much freedom do we offer our instructors in lesson planning?  
• How often do we ask instructors for their input about policies, procedures, curriculum, or professional development?  
• Are instructors invited to share their techniques with other instructors?  
• How do we express appreciation to our instructors? How often do we acknowledge them? | |
| **Capable and supported...** | 1. Provide detailed orientation and on-boarding  
2. Clearly define instructor roles  
3. Handle logistics smoothly  
4. Offer ample professional development opportunities | • How do we welcome new instructors? How are policies and procedures conveyed?  
• How do instructors know what they are responsible for? How well do they understand how registration, attendance, and other logistics are handled?  
• How smoothly are logistics handled? How does that impact instructors? Do instructors know our staff?  
• How often do we offer trainings? How often do we encourage instructors to attend MCAEL workshops or other free professional development opportunities?  
• What guides or other materials do we provide? | |
| **Part of a community...** | 1. Share the mission  
2. Maintain an “open door,” communicating frequently and responsively  
3. Build connections among instructors via team teaching or mentoring  
4. Hold regular gatherings | • Are instructors able to articulate our organization’s mission and goals?  
• How frequently do we touch base with instructors?  
• How long does it take us to respond to their queries?  
• Are instructors comfortable reaching out to us?  
• What opportunities do our instructors have to get to know each other, collaborate, or learn from each other?  
• How often do we gather as a team in person or virtually?  
• What are some new ways we could facilitate connection? | |
<table>
<thead>
<tr>
<th>Steps to Improving Teacher Retention at</th>
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<tbody>
<tr>
<td>Improvement Ideas</td>
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<tr>
<td>Who do I need to meet with?</td>
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<tr>
<td>What information do I need?</td>
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<tr>
<td>Tentative Plan and Schedule</td>
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