

Figure 3.2: BICE Program Progress Form

Special education teacher's name: _____			
<p>Days 1-3</p> <p>Dates: _____ - _____</p> <p>Build rapport.</p>	<p>Days 4-7</p> <p>Dates: _____ - _____</p> <p>Inspire feedback.</p>	<p>Days 8-11</p> <p>Dates: _____ - _____</p> <p>Celebrate success.</p>	<p>Days 12-14</p> <p>Dates: _____ - _____</p> <p>Exceed results.</p>
<p>Create an open line of communication and make a connection with the teacher. Choose at least one of the following activities.</p> <p><input type="checkbox"/> Leave a positive note on the teacher's desk.</p> <p><input type="checkbox"/> Send an email about something unrelated to teaching.</p> <p><input type="checkbox"/> Engage in a basic conversation unrelated to work.</p> <p><input type="checkbox"/> Write your own idea: _____</p>	<p>Visit the classroom when students are present and watch—without taking notes—for no longer than five minutes. Immediately after the observation, do the following.</p> <p><input type="checkbox"/> Record something positive you saw the teacher do in the classroom: _____</p> <p><input type="checkbox"/> Your short observation will inspire feedback.</p> <p><input type="checkbox"/> Send the teacher an inspiring note of feedback based on the positive thing you recorded.</p>	<p>Go into the classroom again. Look for three strength areas and one growth area.</p> <p><input type="checkbox"/> Record the strength areas and growth area.</p> <p>First strength: _____</p> <p>Second strength: _____</p> <p>Third strength: _____</p> <p>One growth area: _____</p> <p>Specific suggestions: _____</p> <p><input type="checkbox"/> Send an email or write a note to the teacher describing in detail the areas of strength and giving specific suggestions for the growth area.</p>	<p><input type="checkbox"/> Send a short email to all the staff related to the area of focus.</p>

Source: Adapted from Nolan, C. E. (2017). Build rapport, inspire feedback, celebrate success, and exceed results (BICE): A leadership program to increase administrative support and retention of beginning secondary teachers (*Publication No. 3334*) [Doctoral dissertation, Concordia University Irvine]. CUI Digital Repository. Accessed at <https://cui.dspacedirect.org/handle/11414/3334> on July 12, 2022.