



*eBook*

## *Scripting*

*A Practical Resource for  
Human Resources, Principals and Vice-Principals*

*2020*



*For the sole use of the webinar participant and eBook recipient*

# Section 1: Introduction

## Introduction

The purpose of this *eBook* is to provide assistance to principals, vice principals and human resources personnel on how to implement the technique of scripting in interviews and in observing teachers in a classroom situation. While the techniques are the same for both sets of users, there are observations that pertain to one group and to another. In these cases, notes will be added to the text to reflect those different purposes and situations.

## How this eBook is Organized

This *eBook* includes the following sections:

[Section 2:](#) The Nature of Scripting and How It Can be Used in Classroom Observations and in Interviews

- Definition
- Uses in Teacher Appraisal/Assessment (General Observations)
- Uses in Interviews (General Observations)
- Pros and Cons
- Differences from Standard Note Taking

[Section 3:](#) Eighteen Tips from the Master of Scripting: Madeline Hunter (*Mastery Coaching and Supervision*) - and Others

[Section 4:](#) Managing the Scripting Process as a Team

- The Question of More Than One Scriptor in an Interview
- Time Implications for You as a Scriptor

[Section 5:](#) Labeling the Script After the Fact

- Adding More Detail for Clarity
- Indicators for Classroom Assessment
- Indicators for Interview Assessment

[Section 6:](#) A Sample Script and Explanation of What it Contains

[Section 7:](#) Using the Script to Make Judgments and Provide Data-Based Feedback for Interviewees and for Classroom Performance

[Section 8:](#) For Teacher Assessment Only

- The Need for Two Copies
- Presenting the Script (Orally and Visually)

[Section 9:](#) For Interview Assessment Only

- Explaining the Use of the Script in the Feedback Session
- Why Sharing is Not Recommended in this Context

[Section 10:](#) Completion of the Assessment Form

[Section 11:](#) A Scripting Form and Symbols You Can Use or Not!

[Section 12:](#) Some Suggested Questions and Answers

[Section 13:](#) Conclusion

[Appendix A:](#) Scripting Tip List

[Appendix B:](#) Interview Assessment Form (For Debriefing Interviewers)

[Appendix C:](#) A Sample of Bendel's Offerings

