

## SAMPLE COACHING AGREEMENT: COACH

I, as the Coach, agree to:

- Support the coachee to assess his/her strengths and needs in effective instructional practices.
- Develop an individualized plan with the coachee that includes goals related to improving school readiness outcomes for all children. The plan will include steps for achieving goals and the coach's and coachee's responsibilities related to each step.
- Schedule, plan, and facilitate on-site visits and coaching sessions throughout the year.
- Provide support in forms of sharing resources, providing models of effective practices, observing the coachee's current practices, and providing supportive and constructive feedback.
- Remain supportive rather than evaluative and to maintain, to the maximum extent possible, a separation between coaching and performance evaluation.
- Discuss and determine with the coachee what coaching data, if any, will be shared with others. I will keep the content of our discussions confidential.
- Recognize that the coachee's time is valuable and will be on time and prepared for coaching sessions.
- Revisit coaching on a regular basis with the coachee to determine if the coaching process needs to be adjusted to better fit her/his needs.
- Meet and discuss any concerns with the coachee prior to discussing with the supervisor.

## SAMPLE COACHING AGREEMENT: COACHEE

I, as the Coachee, agree to:

- Actively engage in coaching sessions through assessing my strengths and needs, asking questions, sharing pertinent information, reflecting, listening, and identifying goals and means to achieve those goals in collaboration with the coach.
- Be open to being observed and receiving feedback.
- Apply and analyze new teaching practices with the support of my coach.
- Participate in the coaching sessions throughout the year.
- Meet on a consistent basis.
- Recognize that my coach's time is valuable and will be on time and prepared for coaching sessions.

## SAMPLE COACHING AGREEMENT: SUPERVISOR

I, as the Supervisor, agree to:

- Provide support to both the coach and coachee through monthly email, in-person, or phone check-ins
- Address any questions regarding progress related to coaching goals to both the coachee and the coach
- Discuss monitoring/evaluation data with the coachee prior to communicating with the coach.
- Acknowledge that coaching data and activities are not used for supervision and the coachee determines what coaching data will be shared with me.
- Provide coverage for the coachee for coaching meetings.
- Ensure the coach is not removed from coaching duties to fill-in for classroom absences or administrative responsibilities.