



## Coaching Corner Webinar Series

### A Day in the Life of a Coach

January 24, 2018

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Joyce Escorcía



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<p><b>Session Objectives</b></p> <p>At the end of this presentation, you should be able to:</p> <p>NCECDTL</p>	<ul style="list-style-type: none"><li>• Identify factors that impact coaching caseloads</li><li>• Develop a yearly coaching plan and weekly schedule</li><li>• Describe what happens before, during, and after coaching meetings and cycles</li></ul>
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<p><b>Session Agenda</b></p> <p>Here's what we're doing today:</p> <p>NCECDTL</p>	<ul style="list-style-type: none"><li>• Caseload Considerations</li><li>• Creating an Annual Plan and Weekly Schedule that Works for You</li><li>• Before, During, After Coaching Meetings and Cycles</li></ul>
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**HSPPS: Coaching**

1302.92 (c) A program must implement a **research-based**, coordinated coaching strategy for education staff

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**Coaching Caseload Considerations**



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**Format and Delivery of PBC**

**Coaching Partners**

- Expert
- Peer
- Self

**Delivery Method**

- On Site
- Distance

**Grouping**

- Group
- Individual

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**Let's Chat!**



What do you need time for?

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**Time for Coaching**

<p><b>Coaches need time to:</b></p> <ul style="list-style-type: none"> <li>• Observe</li> <li>• Review needs assessments and observations</li> <li>• Prepare for meetings</li> <li>• Travel</li> <li>• Review video</li> <li>• Find resources on effective practices</li> </ul>	<p><b>Coachees need time to:</b></p> <ul style="list-style-type: none"> <li>• Review resources and videos</li> <li>• Implement the target practice</li> <li>• Prepare for meetings</li> <li>• Reflect</li> </ul>
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**Estimated Time for Each Coaching Method**



Coaching Format	Coach/Facilitator (hours/month/person)	Teacher/Participant (hours/month/person)
Reciprocal Peer Coaching	0.00	8.00
Expert Coaching	15.00	6.00
TLC Group	15.00	6.00

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**Coaching Corner Webinar Series**





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**Coaching Plans**





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**Sample: Yearly Plan**

June:


- Look at spring data, choose 10-15 practices that will be the focus of coaching (Leadership Team)

July:

- Determine selection criteria for who will be coached (Leadership Team)
- Hire and train any needed coaches (Program, Regional TA)

August:

- Finalize record-keeping forms, coaching agreement, needs assessment (Leadership Team)
- Choose coachees and orient them to PBC (Leadership Team/Coaches)



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### Sample: Yearly Plan

#### September:

- Initial meetings to build relationships, gather information, sign coaching agreement, fill out needs assessment (Coaches/Coachees)
- Collect fall classroom and child data (Program)

#### October-December:

- Follow 2-week PBC cycle (Coaches/Coachees)
- Ongoing professional development in content and coaching skills (Coaches)
- Fill out time tracking and PBC paperwork (Coaches)
- PBC Leadership team meets once or twice (Leadership Team/Coaches)

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### Sample: Yearly Plan

#### January:

- Fill out needs assessment (Coachees)
- Fill out coaching survey (Coachees)
- Follow 2-week PBC cycle (Coaches/Coachees)
- Review data on coaching implementation fidelity (Leadership Team/Coaches)

#### February-April

- Follow 2-week PBC cycle (Coaches/Coachees)
- Ongoing professional development in content and coaching skills (Coaches)
- Fill out time tracking and PBC paperwork (Coaches)
- PBC Leadership team meets once or twice (Leadership Team/Coaches)

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### Sample: Yearly Plan

#### May:

- Fill out coaching survey (Coachees)
- Review data on coaching implementation fidelity (Leadership Team/Coaches)
- Collect spring classroom and child data (Program)
- Reflect on what worked and what didn't, plan to make adjustments for next year (Leadership Team/Coaches)
- Celebrate successes! (Everyone)

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Creating a Weekly Schedule

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Sample: One Coaching Partnership

<p><b>Week 1:</b> Monday – Meet to review needs assessment and create first goal and action plan Wednesday – Check-in by text</p> <p><b>Week 2:</b> Monday – Check-in in person Tuesday – Provide additional resources based on check-in</p> <p><b>Week 3:</b> Tuesday – Focused observation Wednesday – Meet for reflection and feedback, goal setting and action planning</p>	<p><b>Week 4:</b> Monday – Email with article related to the practice Thursday – Check-in by text, followed by phone call</p> <p><b>Week 5:</b> Tuesday – Focused observation, meet for reflection and feedback, goal setting and action planning Friday – Check-in in person</p>
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Creating a Weekly Schedule

- Administrative meetings
- Other duties – classroom coverage, assessments, etc.
- Coaching Duties
 

<input type="checkbox"/> Preparation of supplies/materials/copies	<input type="checkbox"/> Research and learning
<input type="checkbox"/> Data review	<input type="checkbox"/> Paperwork and tracking
<input type="checkbox"/> Preparation for coaching meetings	<input type="checkbox"/> Travel time
<input type="checkbox"/> Coaching meetings	<input type="checkbox"/> Professional development
<input type="checkbox"/> Focused observation	

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Sample Weekly Schedule - .25 FTE Coach, 4 teachers	
Week 1 – Tues and ¼ day Wed	Week 2 – Tues and ¼ day Wed
Focused Observation and Meeting with: Kayla, Jazmine (4-6 hours total)	Focused Observation and Meeting with: Joan, Tom (4-6 hours total)
Prep for meetings (2 hours)	Prep for meetings (2 hours)
Brief check-in with: Joan, Tom (20 min)	Brief check-in with: Kayla, Jazmine (20 min)
Remaining time: paperwork, gathering resources, learning	Remaining time: paperwork, gathering resources, learning

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Sample Weekly Schedule – 10 Coachees, 2 Sites, Other Duties					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00		M - Admin		TPOT	
9:00		M - Admin		TPOT	
10:00		M - Admin		TPOT	
11:00		M - Admin		TPOT	
12:00			Cover class	TPOT	
1:00			Cover class		M - Coach
2:00				M - Admin	
3:00					
4:00	Cover class	Cover class	Cover class	Cover class	Cover class
5:00					

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Sample Weekly Schedule – 10 Coachees, 2 Sites, Other Duties					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	M - Joe	M - Admin	M - Lucy	TPOT	FO - Jess
9:00	FO - Maya	M - Admin		TPOT	FO - Sue
10:00		M - Admin	FO - Shantal	TPOT	FO - Sue
11:00	Travel	M - Admin	Lunch	TPOT	
12:00	FO - Kim	M - Maya	Cover class	TPOT	
1:00			Cover class		M - coach
2:00	M - Kim	FO - Lucy		M - Admin	
3:00	Travel		M - Shantal		M - Jess
4:00	Cover class	Cover class	Cover class	Cover class	Cover class
5:00			Notes		Notes

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Sample Weekly Schedule – Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	M - Joe	M - Admin	M - Lucy	TPOT	FO - Jess
9:00	FO - Maya	M - Admin	Notes/Supp	TPOT	FO - Sue
10:00	Prep Maya	M - Admin	FO - Shantal	TPOT	FO - Sue
11:00	Lunch/Travel	M/Lunch	Lunch	TPOT	Prep - Jess
12:00	FO - Kim	M - Maya	Cover class	TPOT	Prep - Sue
1:00	Prep Kim	Paperwork	Cover class	Lunch/PW	Lunch/M coach
2:00	M - Kim	FO - Lucy	Prep Shantal	M - Admin	Paperwork
3:00	Notes/Travel	Prep Lucy	M - Shantal	✓-in	M - Jess
4:00	Cover class	Cover class	Cover class	Cover class	Cover class
5:00			Notes		Notes

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Sample Weekly Schedule – Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	M - Sue	M - Admin	TPOT	✓ -in	Paperwork
9:00	FO - Aisha	M - Admin	TPOT	M - Melina	FO - Joe
10:00	Prep Aisha	M - Admin	TPOT	Paperwork	Prep - Joe
11:00	FO - Brandy	M/Lunch	TPOT/Lunch	Lunch	Lunch
12:00	FO - Brandy	FO - Melina	Cover class	Supplies/Res.	PD Webinar
1:00	L/Prep Brandy	M - Brandy	Cover class	Prep present.	M – Coach Team
2:00	M - Aisha	Notes	TPOT	M - Admin	Catch up
3:00	Notes	Prep Melina	TPOT	M - Admin	M - Joe
4:00	Cover class	Cover class	TPOT	Cover class	Cover class
5:00			TPOT		Notes

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Sample Weekly Schedule – Week 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	M - Joe	M - Admin	M - Lucy	TPOT	FO - Jess
9:00	FO - Maya	M - Admin	Notes/Supp	TPOT	FO - Sue
10:00	Prep Maya	M - Admin	FO - Shantal	TPOT	FO - Sue
11:00	Lunch/Travel	M/Lunch	Lunch	TPOT	Prep - Jess
12:00	FO - Kim	M - Maya	Cover class	TPOT	Prep - Sue
1:00	Prep Kim	Paperwork	Cover class	Lunch/PW	Lunch/M coach
2:00	M - Kim	FO - Lucy	Prep Shantal	M - Admin	Paperwork
3:00	Notes/Travel	Prep Lucy	M - Shantal	Check-in	M - Jess
4:00	Cover class	Cover class	Cover class	Cover class	Cover class
5:00			Notes		Notes

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Sample Weekly Schedule – Week 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	M - Sue	M - Admin	TPOT	Check-in	Paperwork
9:00	FO - Aisha	M - Admin	TPOT	M - Melina	FO - Joe
10:00	Prep - Aisha	M - Admin	TPOT	Paperwork	Prep - Joe
11:00	FO - Brandy	M/Lunch	TPOT/Lunch	Lunch	Lunch
12:00	FO - Brandy	FO - Melina	Cover class	Supplies/Res.	PD Webinar
1:00	L/Prep - Brandy	M - Brandy	Cover class	Prep present.	M - Coach Team
2:00	M - Aisha	Notes	TPOT	M - Admin	Catch up
3:00	Notes	Prep - Melina	TPOT	M - Admin	M - Joe
4:00	Cover class	Cover class	TPOT	Cover class	Cover class
5:00			TPOT		Notes

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Before, During, and After Meetings

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Before the Meeting

- Review notes from last meeting
- Review notes or video from focused observation
- Plan reflective questions
- Plan feedback
- Research effective practices
- Prepare resources or supplies
- Prepare blank copies of planning forms and tracking logs

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### During the Meeting

- Informal conversation
- Prompt reflection
- Provide feedback
- Review needs assessment together
- Support the coachee in choosing a focus for the next coaching cycle
- Provide information about the practice as needed
- Guide the writing or revising of goal and action plan
- Decide together what to look for and what coaching strategies might be used during focused observation
- Schedule focused observation
- Schedule next meeting

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### After the Meeting

- Write notes about the meeting, including necessary follow-up
- Complete tracking logs
- Prepare resources or supplies
- Communicate scheduling to supervisors/others
- Check in briefly (by text, email, or in person) between meetings
- Remind coachee of scheduled times before the focused observation and before the next meeting

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### Before Focused Observation

- Review action plan
- Prepare for collecting data
- Prepare for use of coaching strategies if necessary
- Prepare for use of video equipment if necessary

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## MyPeers Connection: A Day In the Life...



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Contact us at  
ecdtl@ecetta.info or  
call (toll-free)  
1-844-261-3752

Evaluation Link:  
[https://www.surveymonkey.com/r/CoachingCorner\\_11-29-17](https://www.surveymonkey.com/r/CoachingCorner_11-29-17)

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