Coaching at a Glance for Leadership Coaches in Priority & Focus Schools

|  |  |  |
| --- | --- | --- |
| **Month** | **Activities** | **Coach Support** |
| **MONTHLY** | **Leadership Team meeting (2 hour)**  \*Add Leadership Team agendas/minutes to Indistar  \*Engage in data analysis  \*Celebrate accomplishments  \*Review activities/tasks ahead  \*Plan for professional learning needs of staff  \*Use Coaching Comments (Indistar) to review, revise, update SSS Action Plan.  **Regional/Statewide meetings (approx. 6-8 hours)**  \*Attend Regional Improvement Network (RIN) Meetings and Statewide Convenings  \*Collaborate with peers around common Problems of Practice  \*Develop/share/refine Theory of Action/Problem of Practice; collect evidence in school’s Indistar plan | (1) Leadership Team meeting; monitoring & support check-ins with Leadership Team members  (2) Monitoring implementation, including analysis of data, for Action Plan with principal  (3) Coaching conversation around topic (s) identified by principal  (4) **Coaching Comments** (monthly) and **Coaching Critiques** (for 3 plan submissions) in Indistar  (5) Sharing new guidance, expectations, and resources from monthly OSSS/RIN Coach meetings.  (6) Twice-monthly Academic Walks (Principal, Assistant Principals, parents, staff, district staff)  (7) Attendance at grade-level, PLC, or content-area team meetings  (8) ***Optional***: Planning, support for, facilitation of professional learning (staff meetings, team meetings, instructional coaches, book studies, lesson study, peer observations, etc.)  (9) ***Optional***: Developing next steps and plan of intervention (if needed) with principal for staff needing additional focus |
| **QUARTERLY**  **(1) Aug-Oct**  **(2) Nov-Jan**  **(3) Feb-Mar**  **(4) Apr-May** | **\*Meet with District Team**  **\*Review Expenditures/iGrant**  **\*Monitor growth toward goals developed with District Team** | (1) Coach, Superintendent (or District Liaison), and Principal monitor progress on School and District Plan/Expected Indicators.  (2) Coach, principal, and designated district fiscal staff review iGrant expenditures |
| **August–Sept** | **Leadership Team Work Session** (recommend 6 hrs.)  \*Review Action-Planning Process and Indistar action-planning tool (see *Student and School Success Action-Planning Handbook*)  \*Guide assessment of all Expected Indicators using *Current Level of Development Review* (in *Handbook*); use current data in assessment;  \***Continuing Schools:** Identify *problems of student learning* & *problems of educator practice*; update/ revise/ draft SMART narrative & goals aligned with both  \***New Schools:** Identify problems of student learning & associated problems of educator practice (steps 1 & 2 in action-planning process)  \*Plan for next activities  \*Plan for engaging all stakeholders (staff, students, parents, community) in Action Plan review, feedback & implementation | Coach Preparation–New Schools (1) Get to know school(s); review data and current Action Plans  (2) Identify initial coaching moves (see Laba’s *Coaching for School Improvement* and *Student and School Success Action-Planning Handbook*) Coach Preparation–Continuing Schools (1) Review data, Action Plans, and May 2015 Coaching Critique  (2) Identify next coaching moves (see Laba’s *Coaching for School Improvement* and *Student and School Success Action-Planning Handbook*) With Principal–All Schools (1) Plan for and participate in Leadership Team Work Session  (2) Review Spring Summative Data and other data  (3) Develop plan for conducting data analysis with Leadership Team and others and next steps in the action-planning process  (4) Review or create Calendars including Assessment, Professional Development, Leadership Team meetings, coaching days  (5) Prepare iGrant and Budget that will support implementation of Action Plan  (6) Train staff/Leadership Team on Indistar tool |

|  |  |  |
| --- | --- | --- |
| **Sept–Oct** | **Stakeholder Meeting**  Conduct **meeting for Stakeholders** to review the data reports (may include a Needs Assessment); provide input for Action Planning; may use *Current Level of Development Review*  **Leadership Team meeting**  \*Review input from Stakeholders meeting  \***Continuing Schools**: Update SSS Action Plan to address *problems of student learning* & *problems of educator practice*  \***New Schools**: Select interventions and begin to craft SMART narratives/goals aligned with *problems of student learning* & *problems of educator practice* (steps 3 & 4 in action-planning process) | With Principal  1. Develop systems for regular monitoring: classroom observations (Academic Walks)/feedback, team collaboration/feedback, student data collection/analysis 2. Review next steps in action-planning process; plan for Leadership Team and Stakeholder meetings 3. Attend regional ESD outreaches (include district and leadership team representatives) 4. Develop Theory of Action to guide coach/principal work together 5. Define and complete paperwork for staff development needed for the quarter/year. 6. Newly Identified Schools: Train staff/Leadership Team on Indistar tool and use of Wise Ways |
| **Oct** | Leadership Team meeting \***Continuing Schools:** Ensure all 17 Expected Indicators have been re-assessed and tasks/timelines determined for at least one Expected Indicator for each Student and School Success Principle  **\*New Schools:** Ensure all 17 Expected Indicators have been assessed and tasks/timelines determined for at least one Expected Indicator for each Student and School Success Principle  \*Ensure timeline & task descriptions include collection of data, monitoring, and differentiated support for educators.  \***SUBMIT SSS Action Plan to OSPI by October 30** | With Principal  1. Engage in Monitoring activities -- provide feedback, opportunities for reflection, revision of monitoring process as needed 2. Review next steps in action-planning process; plan for Leadership Team and Stakeholder meetings 3. Newly Identified Schools: Continue to support staff/Leadership Team to use Indistar tool and Wise Ways to assess Indicators and craft Action Plans 4. Continuing Schools: Update/modify/deepen the thinking regarding goals in plan 5. Ensure submission of plan, including evidence for Indicators assessed as “fully implemented” |
| **Nov** | Leadership Team meeting \*Review **Coach Critique** in order to revise or update the Action Plan for increased effectiveness  \*Review interim/benchmark and other data  \* | With Principal  1. Engage in monitoring activities 2. Review **Coach Critique** of Action Plan submitted October 30 3. Assess level of understanding & engagement in Action Plan implementation for all staff 4. Identify additional needs of Leaders (Principal, Leadership Team members) to support effective implementation |
| **Dec** | Leadership Team meeting \*Identify the barriers/challenges to effective implementation | With Principal  1. Engage in monitoring activities 2. Process strategies for addressing barriers/challenges 3. Review upcoming Action Plan activities/tasks to determine level of specificity and potential impact on educator practice; revise/update as needed 4. Review the level of implementation and focus for the work in coming months |
| **Jan** | **Leadership Team Work Session (recommend 6 hrs.)**  \*Look Back at Sept-Dec implementation to identify accomplishments/results  \*Use current data to monitor progress; update Action Plan Indistar | With Principal  1. Engage in monitoring activities 2. Plan for and participate in Leadership Team Work Session 3. Review upcoming Action Plan activities/tasks to determine level of specificity, data that can be used to monitor progress, and potential impact on educator practice; revise/update as needed |
| **Feb** | **Leadership Team meeting**  \*Use **Coach Critique** for October Plan Submission and **Coaching Comments** to review, revise & update Action Plan on Indistar  **SUBMIT SSS Action Plan by February 28** | **With Principal**   1. Engage in monitoring activities 2. Plan for Leadership Team meeting to review **Coach Critique** and **Coaching Comments** 3. Ensure Action Plan is submitted on Indistar |
| **Mar** | **Leadership Team meeting**  \*Review **OSPI Plan Feedback** in order to revise or update the SSS Action Plan for increased effectiveness | With Principal  1. Share Coach Critique of Action Plan submitted February 28 2. Assess level of understanding & engagement in Action Plan implementation for all staff 3. Identify additional needs of Leaders (Principal, Leadership Team members) to support effective implementation |
| **April** | **Leadership Team meeting**  \*Begin the “look ahead” at the 2016–17 school year to identify priority high leverage actions | **With Principal**   1. Assess the work that must be focused 2. Planning, strategies to support the “look ahead” activities in 2015-2016 3. Set dates and times for Leadership Team and staff to review the work |
| **May** | **Leadership Team meeting**  \*Use Coaching Critique to review, revise & update Action Plan on Indistar  **SUBMIT SSS Action Plan by May 28th** | With Principal  1. Assess level of understanding & engagement in Action Plan implementation for all staff 2. Identify additional needs of Leaders (Principal, Leadership Team members) to support effective implementation 3. Ensure timely submission of Action Plan on Indistar |
| **June** | **Leadership Team Work** Session (recommend 6 hrs.)  \*Monitor progress of current Action Plan  \*Planning for August/Sept activities  \*Provide feedback to Coach (what’s worked; growth areas) | With Principal  1. Share **Coach Critique** of Action Plan submitted May 30 2. Plan for and participate in Leadership Team meeting |