School: \_\_*Hard Knocks*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach: \_\_\_*Mrs. Frog*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Partnerships for Literacy

School Leader Being Coached:\_\_\_\_\_*Mrs. Toad*\_\_\_\_\_\_\_\_\_\_\_ Date Initiated: \_\_\_\_*3/1/2019*\_\_\_\_\_\_\_\_\_\_

**Directions:** Select 2-3 concepts/areas to coach based on the school’s action plan for family engagement. Complete the table to use in coaching meetings (as needed), and decide on a Plan for Monitoring the coaching process (to be updated at least Quarterly).

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| **Planning** | **Area I: *Communication -*** *inform families about their child’s language and literacy progress in a timely manner* |
| What part of the Partnerships for Literacy process is being coached? | *School is going to try a new way of sharing progress with families, with a weekly text message from teachers to parents/caregivers about something positive their child did this week. I am coaching the P4L team in tracking the progress of this new strategy.* |
| What coaching process will you use to coach this? | * *Listening during meetings,* * *Observing implementation or discussion about implementation (making note of strengths and challenges),* * *Reviewing meeting minutes,* * *Asking powerful coaching questions of the group and the leader, and* * *Providing feedback.* |
| How often will you provide this coaching? | *During/after each P4L meeting (monthly)*  *(Or, in separately scheduled meetings with the school leader)* |
| What will need to be prepared to provide this coaching? | *Schedule of meetings,*  *Conversation with School Leader,*  *Format for taking notes and a plan for providing feedback.* |
| How will you document progress? | *During meetings, I will take notes. I will refer back to the school’s P4L plan as needed to see what they have accomplished relative to their plan. I will take notes on the Evaluation and Reflection table in the P4L “creating a school plan” tool.* |
| How and when will you provide feedback? | *I will provide feedback after the meetings to the school leader.*  *(And/Or, during P4L meetings I attend I will give immediate feedback at the end of meetings to the whole group.)* |
| How will you know if your coaching is effective? | * *If the P4L team makes progress toward their goals of implementing new strategies and documenting successes/challenges.* * *If the school gets positive feedback from families about the new strategies being implemented.* * *If the school leader continues to be highly engaged in the coaching process, and provides feedback that I am being helpful.* |

**Plan for Monitoring** **Adherence to Coaching Service Delivery Plan:** (who, how, frequency, and schedule): *Quarterly, I will review the coaching service delivery plan with the school leader and will talk about what is working well and what could change.*

*Potential Upcoming Review Dates:*

* *May 1, 2019*
* *August 30 2019*
* *December 1, 2019*

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| **Planning** | **Area 2:** |
| What part of the Partnerships for Literacy process is being coached? |  |
| What coaching process will you use to coach this? |  |
| How often will you provide this coaching? |  |
| What will need to be prepared to provide this coaching? |  |
| How will you document progress? |  |
| How and when will you provide feedback? |  |
| How will you know if your coaching is effective? |  |
| **Planning** | **Area 3 (optional):** |
| What part of the Partnerships for Literacy process is being coached? |  |
| What coaching process will you use to coach this? |  |
| How often will you provide this coaching? |  |
| What will need to be prepared to provide this coaching? |  |
| How will you document progress? |  |
| How and when will you provide feedback? |  |
| How will you know if your coaching is effective? |  |