**EXAMPLE COACHING PLAN**

Partnerships for Literacy

School Leader Being Coached: *Internal Facilitator for K-5 building & Intermediate School Administrator* Date Initiated: *February 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:** |
| What part of the Partnerships for Literacy process is being coached? | The school is reevaluating the way the school currently shares students’ progress with families based on the results from the R-TFI. This may include: new groupings based on deficient in literacy and language, IAT referrals student achievements and recognition, and reaching to all parents pertaining to their children’s educational journey. Partnerships of Literacy will be reevaluated in the last R-TFI scheduled for scoring in May 2019.  |
| What coaching process will you use to coach this? | I will refer to the Implementation Science Model focusing on all drivers assessing best practices.  |
| How often will you provide this coaching? | Systems and Instructional Coaching will take place during TBTs, BLTs, Admin Meetings, and Teacher Meetings. In addition, specific coaching will take place during the mandated AoC Coaching cycle with the 6-targeted teachers and Internal Facilitator Coaching through the Jim Knight modules as outlined in the Early Literacy Pilot. |
| What will need to be prepared to provide this coaching? | Schedule instructional teachers meetings to include preconference, observations times, and post conference. Continue to have an open dialogue with all Instructional Leaders in the district. Continue to attend all Family Engagement Meetings, TBTs, BLTs, DLTs, and all ancillary meetings with the district supporting Early Literacy, SRCL Grant 6-12, and OIP. If I am not able to attend Meetings, all agenda and minutes are shared in Google Docs., which I review.  |
| How will you document progress? | I document this evidence by taking notes, read agendas and minutes from TBTs, BLTs, and DLTs and respond in the reflection area.  |
| How and when will you provide feedback? | I provide immediate feedback daily through conversations or email to Administrators, District Leadership or school teachers depending on the meeting or district needs.  |
| How will you know if your coaching is effective? | I will know that my coaching has been successful through open dialogue, student and adult positive data outcomes, new initiatives planned and implemented within the district, to name a few, PBIS K-5, Family Engagement Committees with outcomes K-5, and to be seen as an effective change agent with the schools.  |

**Plan for Monitoring** **Adherence to Coaching Service Delivery Plan:** (who, how, frequency, and schedule):

I have shared and reviewed this Coaching Service Delivery Plan with Administrators. We review this plan often, which aligns with expectations of the Early Literacy Pilot and Agreement. This plan will be reviewed once again in May 2019.