

Coaching Corner Webinar Series

A Day in the Life of a Coach

January 24, 2018 Sarah Basler Joyce Escorcia

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Early Childhood National Canters	Early Childhood Development,	Teaching	and Learning

Session Objectives

At the end of this presentation, you should be able to:

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- Identify factors that impact coaching caseloads
- Develop a yearly coaching plan and weekly schedule
- Describe what happens before, during, and after coaching meetings and cycles

Session Agenda

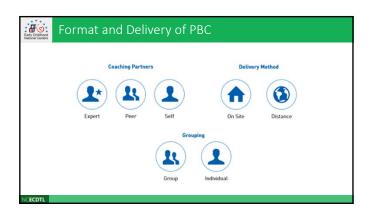
Here's what we're doing today

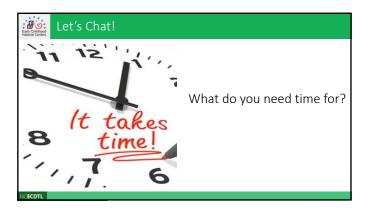
- Caseload Considerations
- Creating an Annual Plan and Weekly Schedule that Works for You
- Before, During, After Coaching Meetings and Cycles

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Time for Coaching

Coaches need time to:

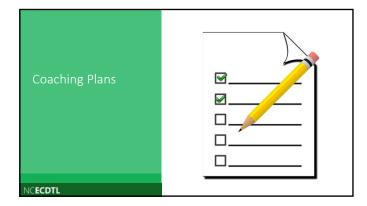
- Observe
- Review needs assessments and observations
- Prepare for meetings
- Travel
- Review video
- Find resources on effective practices

Coachees need time to:

- Review resources and videos
- Implement the target practice
- Prepare for meetings
- Reflect









Sample: Yearly Plan

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

- 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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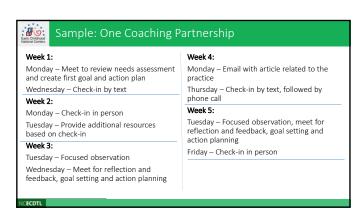
Sample: Yearly Plan

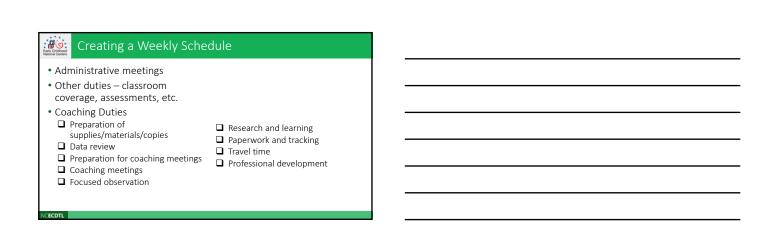
May:

- 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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Sample Weekly Schedule25 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					

Early Childhood National Centers	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					

Early Childhood National Centers	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	

Early Childhood National Centers	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 мауа	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 кіт	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

Early Childhood National Centers	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	

Early Childhood National Centers	Sample Weekly Schedule – Week 1				
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	M - Joe				
9:00			Notes/Supp		
10:00					
11:00					
12:00					
1:00					
2:00					
3:00				Check-in	
4:00					
5:00			Notes		Notes

Early Childhood National Centers	Sample Weekly Schedule – Week 2				
THEODOR CATIONS	Monday	Tuesday	Wednesday	Thursday	Friday
8:00				Check-in	
9:00					FO - Joe
10:00					Prep - Joe
11:00					
12:00					
1:00					
2:00					
3:00					M - Joe
4:00					
5:00					Notes





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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