



A Day in the Life of a Coach
<https://edlic.ohs.edu/professional-development/articles/coaching-corner-series>

Coaching Corner Webinar Series

Date: October 26, 2023
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 Early Childhood Specialist
 Head Start Region III TTA Network


NATIONAL CENTER ON
 Early Childhood Development, Teaching and Learning

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Hopes and Expectations

Please take a post it note and write one hope or expectation for this session and put it on the chart paper at the front of the room...😊




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Who is in the Room?

- A full time coach?
- I have a dual role. (Coach/?)
- I am not a coach but support coaches.
- New to coaching?
- Coaching for 1-2 years?
- Coaching for 3 or more years?
- What type of program? CC, EHS, HS, PKC, Private NK



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Which best describes me??



Go Left	Go Right
Tidy Desk	Messy Desk
Runs behind	Arrives early
Go with the flow	Needs a plan
Tell me the rules	I'll figure it out
Sweet Tea/Soda	Unsweat/Diet

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Session Objectives

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

- 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


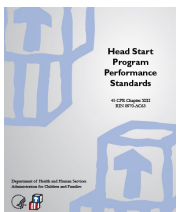
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HSPPS: Coaching

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

<https://eclkc.ohs.acf.hhs.gov/>

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Coaching Caseload Considerations

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Format and Delivery of PBC

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HSPPS: 1302.92(c)(2)

- A program must implement a research-based, coordinated coaching strategy for education staff that:
 - At a minimum, provides opportunities for **intensive coaching** to those education staff identified through the process in paragraph (c)(1) of this section, **including opportunities to be observed and receive feedback and modeling of effective teacher practices directly related to program performance goals**

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Let's Chat!

What do you need time for?

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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

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Estimated Time for Each Coaching Method


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

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Where to Begin?


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Coaching Plans

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Sample: Yearly Plan

June:

- Look at spring data, choose 8-15 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, HS Regional TA, PaKey, Better Kid Care)

August:

- Finalize record-keeping forms, coaching agreement, strengths and 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 strength/needs assessment (Coaches/Coachees)
- Collect fall classroom and child data (Program)

October-December:

- Follow 2-week PBC cycle (Coaches/Coachees)
- Ongoing professional development on content and coaching skills (Coachees/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:


- Revisit and complete strengths/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 on 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 to the coaching plan 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>Week 1: Monday – Meet to review needs assessment and create first goal and action plan Wednesday – Check-in by text</p> <p>Week 2: Monday – Check-in in person Tuesday – Provide additional resources based on check-in</p> <p>Week 3: Tuesday – Focused observation Wednesday – Meet for reflection and feedback, goal setting and action planning</p>	<p>Week 4: Monday – Email with article related to the practice Thursday – Check-in by text, followed by phone call</p> <p>Week 5: 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 - Sue	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
- Check in via preferred mode of communication to remind coachees of the meeting

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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, enter coaching data (if applicable)
- 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



Reach Goal Frustrating Opportunity Proficient
 Overwhelming Alrighty Winning
 Challenging Time Survived Fulfilling
 Rewarding Scrambled
 Boo-hoo Unexpected Exciting
 Traveling Disappointing Aha
 Breathe Yay Celebrate

<https://mypeers.mangoapps.com/sites/posts>

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Contact your Early Childhood Specialist for support or feel free to reach out to the TTA team through the Region III Professional Development Bulletin Board at:
<https://www.smartboard.com/help/which-REGRICT-800w273b12344bc29-8175313a23245>

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Coaching to Support Equity, Inclusion, and Belonging
 November 15, 2023
 3:00-4:00 p.m.



Collaborative Partnerships
 Shared Goals and Action Planning
 Focused Observation
 Effective Teaching Practices
 Reflection and Feedback

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