

Checklist for Getting Coaching Cycles Up and Running

Stage 1: Calibrate with the Principal

- ☒ Principal allocates time for the coach to partner with teachers.
- ☒ Principal and coach define the coach's role.
- ☒ Principal and coach determine how coaching aligns with other district initiatives.
- ☒ Principal and coach determine the expectations for teacher participation.
- ☒ Principal and coach determine how teachers will be provided with choice and ownership.
- ☒ Principal and coach define how their roles will work together.
- ☒ Principal and coach meet on a weekly basis.

Stage 2: Launching Coaching Cycles

- ☒ Coach captures openings from teachers (survey, letter, etc.) for the first round of coaching cycles.
- ☒ Coach creates a schedule for the first round of coaching cycles.
- ☒ Coach visits the classrooms of teachers who are in the first round of coaching cycles.

Stage 3: Within Coaching Cycles

- ☒ Coach has a goal setting conversation with the teachers who are in the first round of coaching cycles.
- ☒ Coach and teacher set agreements for how they will plan and co-teach.
- ☒ Coach ends the first round of cycles with an exit interview.
- ☒ Principal and coach determine how they will celebrate the impact of the first round of coaching cycles.
- ☒ Coach repeats the process for scheduling the next round of coaching cycles.