



Instructional Services

2016-2017

Effective Coaching

Coaching is most effective when the coach and the client can meet on a consistent basis. It would be beneficial for schools to create a coaching schedule for new teachers prior to the beginning of the school year so that teachers build their routine around the coaching schedule and they do not have to adapt to a new schedule for coaching after they have established a routine. The involvement of the coach varies with each teacher and changes as teachers perfect their practice. Coaches and clients should meet from once a month to once a week depending on the needs of the client.

Steps taken by the school district

- Determine how many teachers will receive coaching.
- Inform teachers of the opportunity to receive coaching.
- Establish a coaching schedule for each teacher, for example, Tuesdays at 1:00 or every other Wednesday at 3:30.
- The coaching schedule should start at the beginning of the year (for new teachers) or when the teacher is hired.
- The coaching schedule can start on a need basis (for experienced teachers).

Steps taken by the instructional coach

- Meet with administrators to establish a coaching schedule for each teacher.
- Meet with teachers at designated times.
- Establish coaching relationship with clients.
- Conduct classroom observations when necessary and provide feedback.
- Deliver coaching log to administrators, containing notes on meeting times and topics discussed.
- Communicate with district regarding teacher needs.
- Monitor client progress to determine changes in coaching schedule.

