

NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK ORIENTATION CHECKLIST

<div>  Day 1 New Coach Training Notebook & Handbook Link </div>				
TASKS (see Handbook for specific instructions on each task)		TITLE	Link	Date Completed
1.	Familiarize Yourself with the Systems Resources tab: Outlook & UltiPro	NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK	Instructional Coaching Training Overview.	
2.	Set up your K12 Online School account.		Online School Account	
3.	Set up Password Corral			
4.	Complete all HR Paperwork			
5.	Accept & Check your calendar to be sure your National Team Meeting is present on Fridays.	National Team Meeting		
6.	Schedule a time to meet with your instructional specialist for a Meet and Greet	Meeting with Instructional Specialist		
7.	Accept & Check your calendar to be sure your Regional Team Meeting is present on Fridays.	Regional Team Meeting		
8.	Update your K12 Training Account		K12 Training Site	
9.	Review Rubric Activity	Indicator of Focus: Engaging Students & Expectations		
10.	Take a deep breath! You made it through day #1!!			
Day 2				
TASKS (see Handbook for specific instructions on each task)		TITLE	Link	Date Completed
1.	Schedule a time to meet with your Master Instructional Coach for a Meet and Greet	Meeting with Master Instructional Coach		
2.	**Schedule Meeting with Roaming Instructional Coach if hired after the start of the school year	*Meeting with Roaming Instructional coach *		
3.	Review Rubric Activity	Indicator of Focus: Assessment & Presenting Instructional Content		
4.	Access to OneDrive: National IC Shared Folder	Save as a Bookmark	National IC Shared Folder	
5.	Access to OneDrive: Regional Shared Folder	Save as a Bookmark		
6.	Access to BbC Room	Save as a Bookmark		
7.	Access to TeachBoost	Save as a Bookmark	TeachBoost Login	
8.	Access to the K12 Online School	Save as a Bookmark	K12 Online School Login	
9.	Watch a Recording	Welcome/Overview	Welcome/Overview Recording (begin at 1:02)	
10.	Familiarize Yourself with the Systems Resources tab: TVS/OLS & Office 365	NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK	TVS/OLS Office 365	

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Day 3

TASKS (see notebook for specific instructions on each task)	TITLE	Link to Recording	Date Completed
1. Review Rubric Activity	Indicator of Focus: Lesson Structure & Pacing		
2. Familiarize Yourself with the Systems Resources tab: Blackboard Collaborate	NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK		
3. Watch the Regional Team Kickoff Meeting for your assigned Region	Regional Team Kickoff Meeting- Shared Regional Folder	IC Shared Folder	
4. 7.13.16 – Watch recorded session	Characteristics of Effective SF IC	Click HERE for Recording	
5. Meet with IS to discuss Individual Coach Goal Setting Process	IC Goals for SY		

Day 4

TASKS (see notebook for specific instructions on each task)	TITLE	Link to Recording	Date Completed
1. Review Rubric Activity	Indicator of Focus: Questioning Thinking		
2. Watch Recording	The Getting Started Session: Initiating the Coaching Relationship	Click here for recording TimeStamp - 1:30:05	
3. Meet with MIC to discuss Teacher Goal Setting Process	Detailed discussion of the deck itself		
4. Watch Recording	Coaching Essentials 2 with Patty	Click here for recording. TimeStamp: 2:58:03	
5. Familiarize Yourself with the Systems Resources tab: TeachBoost and Sharepoint	NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK		

Day 5

TASKS (see notebook for specific instructions on each task)	TITLE	Link to Recording	Date Completed
1. Watch Recording: Time Stamp: 2:59	Coaching Essentials 3 with Patty	Coaching Essentials with Patty	
2. Watch Recording	Game Plan Overview	Game Plan	
3. Watch Recording	Goal Setting Session	Goal Setting	
4. Watch Recording	Scripting & Noting Evidence	Scripting and Noting	
5. Review Rubric Activity	Indicator of Focus: Expectations Standards & Objectives		
6. Familiarize Yourself with the Systems Resources tab: Other Scheduling Resources	NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK		

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Day 6

TASKS (see notebook for specific instructions on each task)		TITLE	Link to Recording	Date Completed
1.	Watch Recording	Coaching Essentials 4 with Patty	“Coaching Essentials 4”	
2.	Review Rubric Activity	Indicator of Focus: Teacher Content Knowledge Teacher Knowledge of Students		
3.	Meet with MIC to discuss Meaningful Feedback Sessions	Facilitating a Meaningful Feedback Session	“Meaningful Feedback Sessions” folder link (SY 16-17) “Facilitating a Meaningful Feedback Session” folder link (SY 17-18)	
4.	Review Game Planner	Plan out Schedule for Observation/Feedback Weeks A & B (consider using- Outlook, Excel, Calendly, Sign up Genius etc.)	“Game Planner” folder link	
5.	Familiarize Yourself with the Systems Resources tab: K12 Trainings	NEW INSTRUCTIONAL COACH TRAINING & HANDBOOK	New IC Handbook	
6.	Watch Recording	“Learning” Conversations	“Learning Conversations”	Watch this

Day 7

TASKS (see notebook for specific instructions on each task)		TITLE	Link to Recording	Date Completed
1.	Meet with MIC to discuss Goal Setting and Next Steps –	Teach Boost Demo/Preparation to do a dry run in Sandbox:		
2.	Schedule a time to observe a live session with your MIC	Live Practice Observation		
3.	Review documents for Goals Tracking	GOAL TRACKING		
4.	Watch Andrew’s Recording	“Live Targeted Instruction”	Click HERE for Recording	
5.	Review Rubric Activity	Indicator of Focus: Academic Feedback		
6.	Review Game Planner	Plan out Schedule for Observation/Feedback Weeks A & B (consider using- Outlook, Excel, Calendly, Sign up Genius etc.)		

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7.	Email checklist- Identifying what has been completed thus far to your IS & MIC with any questions you may have.	Review any items or recordings that you feel you need additional attention		
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Day 8

TASKS (see notebook for specific instructions on each task)	TITLE	Link to Recording	Date Completed
1.	Create a Distribution List	Click HERE for Recording	
2.	Send Introduction Email with a place to schedule your first meeting	Click HERE for Recording	
3.	Start Sending invites for first meetings with teachers as emails return	Outlook Recording Calendly Sign Up Genius	
4.	Organize files on computer	Click HERE for Tips	
5.	Review IC Rubric Activity	Domain of Focus: Planning	

Day 9

TASKS (see notebook for specific instructions on each task)	TITLE	Link to Recording	Date Completed
1.	Continue Sending invites for first meetings with teachers as emails return	Using- Outlook, Excel, Calendly, Sign up Genius etc.	
2.	Review IC Rubric Activity	Domain of Focus: Coaching Skills	
3.	Create or Edit Power Point deck you will use for your Initial Sessions.	Personalize sample deck from OneNote	
4.	Start Observing the teachers you are assigned to	Teacher Observations	

Day 10

TASKS (see notebook for specific instructions on each task)	TITLE	Link to Recording	Date Completed
1.	Email checklist- Identifying what has been completed thus far to your IS & MIC with any questions you may have.	Review any items or recordings that you feel you need additional attention	
2.	Continue meeting with Teachers	Have fun & Enjoy getting to know them!	
3.	Continue Sending invites for first meetings with teachers as emails return	Using- Outlook, Excel, Calendly, Sign up Genius etc.	
4.	Review IC Rubric Activity	Score Yourself	

Collaborative Expectations

Coach Checklist

In order to transform learning for every student we serve and become trusted leaders in education innovation we created collaborative expectations to ensure consistency with our instructional coaching team. Each collaborative expectation was discussed, reviewed, and built with the assumption of positive intent. We are all on the same TEAM and we want what is best for our teachers and our program.

Please read each collaborative expectation, discuss with IS (if needed), and check as acknowledgment

1. Communication

- ☐ **Relationships:** Coaches will build positive, trustful relationships with their teachers, peers, and other stakeholders within the coaching program.
- ☐ **Response Time:** ICs should respond to teachers and other stakeholders within 24 hours (Business Days), even if it's a response of "let me find that resource/strategy/answer."
- ☐ **Lync/Skype:** ICs should be logged into Lync/Skype from work computer during regular business hours. Lync/Skype should be connected to your Outlook calendar to ensure "status" is accurate. If an IC is not available at his/her work computer for 30 minutes or less, mark "away" or "be right back". If ICs leaves his/her work computer for extended period of time (>30 minutes) mark "Off work" or sign out of Lync.
- ☐ **Teacher No Shows:** A minimum of one attempted reschedule for teacher no shows before IS escalation.
- ☐ **Challenges:** ICs should reach out to their Master IC or IS ASAP if challenges are encountered.
- ☐ **Schedule changes:** ICs should notify teachers at least 24 hours in advance of any schedule changes (Unless IC takes last minute time-off. Sick/personal)

2. Teachboost

- ☐ **Rubric:** Continue to gain more knowledge of the rubric to provide more information to teachers and specific feedback on how to move the teacher along the continuum.
- ☐ **Observation Notes:** Notes in TeachBoost need to include the recording link and evidence (What did teacher say/do? What did students say/do? Highlight data from the observation to facilitate a collaborative feedback session which allows deep coaching) Attach saved PDFs from session, resources, or video snips for tracking.
- ☐ **TB Form completion deadline:** All forms should be completed within 72 hours after the collaborative feedback session.

3. Observations

- ☐ **Observation Completion:** Coaches should complete all required observations per Game Planner guidelines (Extenuating circumstances require IS approval)
- ☐ **Consistency:** Follow systematic plan (Game Planner) for observations: Every other week. IC's should have a scheduling process that works most effectively for them.
- ☐ **Live vs Recorded Sessions:** ICs should view 80% live sessions and note recordings on the Game Planner spreadsheet. (Code with "R" for quick data collection)
- ☐ **Focus** on student actions/outcomes and collect data pertaining to student interaction

4. Feedback/Collaboration Sessions

- ☐ **Scheduling Collaboration Sessions:** Follow a systematic plan per the Game Planner. ICs should plan to meet for a feedback session within 72 hours of observation, unless prior approval from IS. Coaches should continue meeting with teachers during non-instructional weeks and utilize time for pre-planning or data discussion. ICs should allow for flexible scheduling with teachers, offering both morning and afternoon collaboration times during the week. CC Instructional Specialist if coach needs to cancel a session with a teacher. (Unless coach is on pre-approved PTO)
- ☐ **Collaboration/Feedback Session Format:** Utilize best practice deck to allow deep coaching, goal discussion, and reflection. Coaches will provide resources and modeling to support teachers' implementation of action items. (Teacher satisfaction survey, providing resources and modeling had lower satisfaction in comparison to other areas) When possible, ICs should make explicit connections to the school's evaluation formatting to help teachers make goal decisions, action steps, and see the "why". Coaches should maintain positive intent and "be non-evaluative".
- ☐ **Data/Goals in Collaboration Sessions:** Share data with teachers in feedback meetings to show the connection of implementation of specific instructional practices has increased student participation and growth. (Lower rating on teacher satisfaction survey) Coaches will provide data relating to the teachers' selected goals for teachers to reflect upon. ICs should keep teacher

goals in mind when planning for collaborative sessions. Use data week to collect data and use in any way to best meet the needs of teachers to increase student achievement. (Data work group will provide additional direction)

- ☐ **Follow-up after Collaboration Session:** Provide specific and relevant resources and notes within 24 business hours after meeting with a teacher. Modality of sharing is up to coach and teacher preference.

5. professional Development

- ☐ **Attendance:** ICs should create schedules so their attendance in school PDs and PLCs is a priority.
- ☐ **Creation of PDs for Teachers:** IC will provide regular training and PD to teachers based on data and organized by content area.

6. Meetings

- ☐ **Attendance:** ICs should attend IS/AA meetings to best understand the school's instructional and student growth goals and provide instructional trends based on data.
- ☐ **Be on Time:** ICs should log in to meetings (National, team, school, and teacher) on time; 5 minutes early if possible.
- ☐ **Minimize Distractions:** Mic and Webcam use should be easily accessible with no audible or visual distractions. Mark yourself "away" until you are not able to be FULLY PRESENT.

7. Miscellaneous

- ☐ **Coach Goals:** Coaches will set goals for the year and follow through their action plan through self-reflection, peer-reflection, and work with their IS.
- ☐ **IC Collaboration:** ICs should collaborate together in content groups. ICs should work together to create a resource database for all of the resources we find, categorized by subjects, grades, and/levels as well as interventions and enrichment activities.
- ☐ **Emails to Schools:** Copy IS on ALL emails sent to school admin, leadership, or content specialists
- ☐ **Newsletter:** Open and forward newsletter to teachers. Determine how to best support teachers with newsletter content.
- ☐ **Outlook Calendar:** Use Outlook Calendar so meetings can be scheduled accordingly. Block off time when you are not available. (Scheduling assistant) Connect Lync to Outlook.

8. Childcare and Distractions

- ☐ **Childcare:** Full-time child care is required to allow coaches to be FULLY PRESENT during business hours
- ☐ **Workplace:** Workplace free of distractions to allow coaches to be FULLY PRESENT during business hours

Per HR: Dependent Care: During established work hours, the employee agrees that family care demands shall not compete with work except in the case of an emergency. Working at a remote location is not designed to be a replacement for appropriate family care (i.e. children, pets, other adult dependents). Although an individual employee's schedule may be modified to accommodate family care needs with the approval of the employee's supervisor, the focus of the remote work arrangement must remain on job responsibilities, meeting business needs, and individual performance