

COACHING LOG

Meeting expectations: weekly during the first trimester/semester and biweekly or monthly during the following trimesters/semester

Building Coach: _____ **New to the District Educator:** _____

Directions: If you would like to type on this template, please click “File” and make a copy. Coaches and new to the district educators use this log to record notes and next steps during or after meetings. Note: The boxes will expand to accommodate responses as you type. Coaches, please submit by the last day of school to the Director of Curriculum and Instruction. New teachers may keep their copy as a reference.

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Coaching Monthly Checklist

Before the Start of School (August):

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|--|--|--|
| ☐ Building tour, rules, core values | ☐ Hall duties/ hall passes | ☐ Flexible PD day - Complete in Aug, Nov, or June |
| ☐ Introduce to all available building staff | ☐ Grade level, department, PLC meetings | ☐ Student illness/ appointment procedures |
| ☐ Shared materials / bulletin boards | ☐ Staff development | ☐ Teacher handbook overview/ questions |
| ☐ TalentEd / Powerschool / Classlink / Schoology | ☐ Curriculum/ lesson planning | ☐ Staff dress code |
| ☐ E-mail and voicemail procedures | ☐ Record keeping | ☐ Safety / fire drill procedures |
| ☐ School schedule / lunch routine/ bus procedures | ☐ Cumulative folders | ☐ Open House/ Return to Learn |
| ☐ Classroom layout, routines, behavior systems (PBIS) | ☐ Introduce Substitute Folders | ☐ Parking area |
| | ☐ Teacher sick days / Personal days / Sub call in | |

What's working:

What's challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

September:

- | | | |
|--|---|--|
| ☐ Time management / organization | ☐ IEP procedures / 504 plans | ☐ Work order / maintenance / School Dude |
| ☐ Finalize substitute folder | ☐ Setting up gradebook / grading procedures | ☐ Budget requests / purchasing procedures |
| ☐ Fall testing procedures | ☐ Student work samples: baselines | ☐ Staff meetings and social gatherings |
| ☐ Review crisis plan / safety plan | ☐ LMC procedures / check-out | ☐ Staff development days |
| ☐ Extra-curricular school activities /
duties / responsibilities | ☐ Pacing of the curriculum | ☐ BLT / PST (Building Leadership Team
& Problem Solving Team) |
| ☐ Parent communication | ☐ Field trips / bus & vehicle requests /
assemblies | ☐ EE- Evaluations, SLO, PPG, Survey,
principal walkthroughs/visits |
| ☐ Parent organizations (PTO) | ☐ Flexible PD day - Did you complete one
yet? | |
| ☐ Homework / policies /make-up work | | |

What's working:

What's challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

October:

- | | | |
|---|--|---|
| ☐ Parent / Teacher Conferences-
mock practice of a parent / teacher
conversation | ☐ MLSS (Multi Level Systems of Support)
Procedures | ☐ Student calming spaces and resources |
| ☐ Analyze Round 1 data -
(Nextpath, Fastbridge) | ☐ Special Ed referral procedures | ☐ Instructional Rounding procedures |
| | ☐ Strategies for meeting different needs | ☐ Classroom party & nutrition policies |

What's working:

What's challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

November:

- ☐ Snow day procedures
 - ☐ Rapid cycle observations & feedback by principals
 - ☐ Playground rules/ temperatures/ snow play, etc.
 - ☐ Report cards/ final grades
 - ☐ End of trimester/ semester procedures
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What's working:

What's challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

December:

- | | | |
|---|---|--|
| ☐ Analyze Round 2 data | ☐ Review recovery and intervention policies/ | ☐ Staff wellness resources (CREW) |
| ☐ Evaluate WIN groups/ secondary | credits | |
| school scheduling | ☐ Revisit pacing of curriculum | |

What's working:

What's challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

January / February:

- ☐ Analyze Round 3 data
- ☐ 2nd semester classes/groups

- ☐ Curriculum plans for second semester
- ☐ Parent/ Teacher Conferences (Course Selection)

- ☐ SLO/PPG Review, Survey
- ☐ Revisit teacher wellness
- ☐ How is coaching going?

What's working:

What's challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

March / April:

- | | | |
|--|--|---|
| ☐ Start to prepare artifacts for EE | ☐ Year - end cumulative folder informations | ☐ Finals schedule and grading procedures |
| ☐ Standardized Testing procedures
(Forward, ACT) | ☐ Final grading / credits | ☐ Budget requests for next year |
| ☐ Analyze Round 4 data | ☐ Grade level transitions for students | ☐ Year-end activities, awards, banquets |
| ☐ Summer school referrals | ☐ Summer curriculum projects/ professional
development | |
| ☐ Summer school teaching
opportunities | ☐ Review field trips | |

What’s working:

What’s challenging:

New Staff next steps:

Coach next steps:

Next meeting date:

May / June:

- | | | |
|--|---|---|
| ☐ Analyze Round 5 data | ☐ Reflections/preparations for next school year | ☐ Next year's calendar |
| ☐ Finalize SLO/PPG | ☐ Plans for fall field trips or teaching materials | ☐ Complete the end of year Survey (online) |
| ☐ Building check out procedures | ☐ Attendance at graduation / promotion | |
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End of Year Reflection:

- 1. Accomplishments**

- 2. Where am I in the Framework for Teaching? (EE, SLO, & PPG)**

- 3. Professional growth goals for the summer and next school year**