



Priority 2: Coaching Structure Planning Form

RCN/ISD/District Name: _____

This RCN Contract planning form, along with the Coaching Structure Checklist (below), is intended for each ISD to develop a plan for strengthening their Coaching Structure. Link the final plan to the RCN application.

Coaching Structure Component	Coaching Structure Checklist Items (below)	What steps are needed for this activity to be successful?	Who will take the lead on this component?	What resources are needed?
1. Framework of Coaching Structure	2, 4, 5			
2. Identification & Selection of Coach Leaders and Building Coaches	1, 3			
3. Training of Coaches	5, 6, 8			

4. Communication	7, 8			
5. Data Use & Analysis	9			

Coaching Structure Checklist

This document is intended to provide sequential considerations when establishing or strengthening the coaching structure within the ISD or District with links to supporting documents.

(X)		Have we...?	Supporting Document Examples
	1	Identified Coach Leaders	Job Descriptions Roles & Responsibilities Guidance
	2	Established administrative support for a coaching model	Agenda for Administrator Coaching Model Proposal meeting Materials for meeting (Rationale, benefits, framework, budget) Coaching Structure Guidance Manual
	3	Identified Building Coaches in all schools and a lead coach from each district	Selection Criteria Mapping ideas Roles & Responsibilities Guidance
	4	Determined a structure and frequency for coach meetings	Meeting structures Meeting agendas Examples of materials
	5	Developed guidance on roles and responsibilities of Coach Leaders and Building Coaches	Roles & Responsibilities Guidance

	6	Developed a scope and sequence for training and supporting Building Coaches to effectively support implementation of EBPs in their building	<p>Effective Team Process & Meeting Mechanics materials</p> <p>Example Scope & Sequences</p> <p>CETA-R training and coaching materials</p> <p>Google folder coaching materials</p> <p>Book studies</p>
	7	Established a two-way communication system between Coach Leaders and Building Coaches	<p>Newsletter examples</p> <p>Virtual office hours example</p> <p>Communication protocol template</p> <p>Communication protocol worked example</p>
	8	Created a repository for coaching resources and materials	<p>Google folder examples</p> <p>Coach Resource Guide</p>
	9	Developed coaching effectiveness surveys and a data collection and analysis plan	<p>Coaching effectiveness survey examples</p> <p>Data collection template</p> <p>Data analysis example</p>