

**Coaching Schedule Example**

**Big To Dos This Week**

- |   |  |
|---|--|
| <input type="checkbox"/> Meet with 4 <sup>th</sup> grade team to review writing curriculum maps | <input type="checkbox"/> Gather all assessment materials and assessors   |
| <input type="checkbox"/> Develop presentation for upcoming close reading PD                     | <input type="checkbox"/> Meet with Mr. James to review teacher goals     |
| <input type="checkbox"/> Observe 4 teacher lessons and schedule debriefings                     | <input type="checkbox"/> District meeting on upcoming writing initiative |

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7-8	Office Time	Office Time	Office Time	Office Time	Office Time
8-10		4 <sup>th</sup> grad team meeting	Observe Mrs. Smith	Observe Mr. Jones	
10-12		District Meeting		Debrief with Mrs. Smith	Debrief with Mr. Jones
12-2	12: work on close reading presentation	12: work on close reading presentation	12: work on close reading presentation	1: Observe Mr. Sanchez	
2-5		4: Meeting with assessors	3-5: Meeting with Mr. James	3:30: Debrief with Mr. Sanchez	

**Put me on your calendar**

<b>Name</b>	<b>Reason and suggested time</b>