

*This Coaching Calendar can be used as a big picture calendar or schedule for the year. You can post it for everyone to see, or it can just be shared with administration, or both. Be careful with language if posting for all to see.*

## Coaching Calendar

Example for: Beginning, Middle, and End of Year

### Beginning of Year: August - September

**New Teachers:** Provide professional development (teach and model) and ongoing coaching (guided practice and application)

- **First, help set up classroom**
  - By helping organize room and materials
  - By gathering necessary curricular and assessment resources
  - By identifying a behavior management plan and connecting it to the school's behavior management plan
- **Then, help learn curriculum and assessments, district and school Implementation Plans, and overall expectations**
  - By understanding teacher's role in district and school mission statements, philosophies, initiatives, etc.
  - By writing effective lesson plans
  - By understanding standards and curricular resources
  - By understanding current Implementation Plans and next steps for new teachers to implement the plans
- **Then, help to build trusting working relationships with fellow teachers and students**
  - By greeting students in the hallway before school and during transitions from class to class or during recess and lunch
  - By providing meaningful and positive feedback to both students and teachers
  - By listening, seeking to understand, and being a good team member

**New teachers and/or veteran teachers needing extra support with teaching basics:** Provide professional development (teach and model) and ongoing coaching (guided practice and application)

- **First, help set up a behavior system (rules, routines, and procedures)**
  - By designing a classroom system that includes meaningful and positive feedback
  - By connecting classroom system to schoolwide system
  - By conducting Coaching Cycles
- **Then, help plan effective lessons**
  - By planning and writing effective lessons using curricular resources
  - By reviewing other teachers lesson plans as examples
- **Then, help deliver effective lessons**

- By reviewing lesson plans and including active engagement throughout the plan
- By conducting Coaching Cycles
- By analyzing how lesson went and identifying next steps for improvement
- **Then, help analyze data to differentiate instruction for both interventions and enrichment**
  - By reviewing data reports and analyzing connections to curricular resources and lesson delivery
  - By using the data and analysis to determine next steps for support
  - By analyzing individual student work and identifying next steps for support
  - By conducting Coaching Cycles

### **Middle of Year: October - January**

#### **Support new teachers and/or veteran teachers still needing extra support on basics from beginning of the year**

- **First, develop Implementation Plan with teachers around needed area (behavior, lesson planning, lesson delivery, differentiating instruction, and student relationships)**
- **Then, create Coaching Cycles to move teacher along Implementation Plan**
  - Simple Coaching Cycle
    - Teaching
    - Modeling
    - Guided Practice
    - Application
  - Plan, Do, Study, Act (PDSA) cycles
- **Then, debrief with principal on a regular basis to identify next steps**

#### **Support all teachers with current Implementation Plans**

- **First, develop Implementation Plan with teachers around a current implementation (e.g., new strategy like close reading, implementing a new program, data-based decision making, goal setting with students, etc.)**
- **Then, create Coaching Cycles to move teacher along Implementation Plan**
  - Simple Coaching Cycle
    - Teaching
    - Modeling
    - Guided Practice
    - Application
  - Plan, Do, Study, Act (PDSA) cycles
- **Then, debrief with principal on a regular basis to identify next steps**

### **Middle of Year: February - April**

**Support new Teachers and/or veteran teachers still needing extra support on focuses from beginning and middle (October-January) of the year**

- **First, develop Implementation Plan with teachers around needed area (behavior, lesson planning, lesson delivery, differentiating instruction, and student relationships)**
- **Then, revisit any Implementation Plans from October-January that still need extra support and determine whether group or individual coaching is needed**
- **Then, create Coaching Cycles to move teacher along Implementation Plan**
  - Simple Coaching Cycle
    - Teaching
    - Modeling
    - Guided Practice
    - Application
  - Plan, Do, Study, Act (PDSA) cycles
- **Then, debrief with principal on an ongoing and consistent basis to determine clear next steps that may involve more administrative support**

**Support all teachers with current Implementation Plans**

- **First, develop Implementation Plan with teachers around needed area (state and district assessments, behavior, lesson planning, lesson delivery, differentiating instruction, and student relationships)**
- **Then, revisit any Implementation Plans from October-January that still need extra support and determine whether group or individual coaching is needed**
- **Then, create Coaching Cycles to move teachers along Implementation Plan**
  - Simple Coaching Cycle
    - Teaching
    - Modeling
    - Guided Practice
    - Application
  - Plan, Do, Study, Act (PDSA) cycles
- **Then, debrief with principal on a regular basis to identify next steps**

### **End of Year: May - June**

**Support new teachers and/or veteran teachers still needing extra support on focuses from beginning and middle (October-April) of the year**

- **First, revisit any Implementation Plans from October-April that still need extra support and determine whether group or individual coaching is needed and worth while**
- **Review Coaching Cycles and determine patterns and trends and next steps for support**
- **Then, share appropriate documentation with principal to determine clear next steps for the upcoming school year that may involve more administrative support**
- **Continue researching and brainstorming ways to improve your coaching support for teachers**

**Support all teachers with current Implementation Plans**

- **First, revisit any Implementation Plans from October-April that still need extra support and determine whether group or individual coaching is needed and worth while**
- **Review Coaching Cycles and determine patterns and trends and identify SUCCESSES and next steps for support**
- **Then, share appropriate documentation with principal to celebrate SUCCESSES and next steps for the upcoming school year**
- **Continue researching and brainstorming ways to improve your coaching support for teachers**

