

Ongoing Coaching Checklist

Check completed tasks & turn in with Coaching Log

Teacher:

Coach:

Date of Observation:

Date of Debrief:

Prior to Focused Observation

- Review last **Coaching Session Summary** and notes
- Fill out top of **Focused Observation Notes** form
- Gather other materials needed (e.g. classroom materials, **running TPITOS**, **Teacher Action Plan**)

At Focused Observation:

- Upon arrival, remind teacher what you are observing
- Record updates to **running TPITOS**
- Note what you observe and want to talk about during Debrief on **Focused Observation Notes**
- If Tier 2 supports are in place, take teacher and child data on **Focused Observation Notes** or other data collection tool
- Confirm Debrief time with teacher

Prior to Debrief Meeting:

- Prepare first half of **Coaching Session Summary** using **Focused Observation Notes**

During Debrief Meeting:

- Review the **Teacher Action Plan** (and **Targeted Support Plan**, if applicable) and this week's focus
- Prompt teacher to reflect on his/her experience
- Summarize your observations, data, &/or graphs
- Share positive and constructive feedback
- Suggest strategies that may improve progress
- Discuss individual children, if needed
- Create or update **Teacher Action Plan**, if needed
- If applicable, update **Targeted Support Plan**
- Review and finish completing **Coaching Session Summary**, including scheduling next session

You will need:

- Current Teacher Action Plan*
- Running TPITOS*
- Notes from last session*
- Focused Observation Notes*
- Coaching Session Summary*

You may need:

- Blank Teacher Action Plan*
- Practice Implementation Checklist*
- Classroom materials*
- Targeted Support Plan*
- Child &/or teacher data collection tools*
- TPITOS Graph*