

Individualized Intervention Coaching Checklist

Check completed tasks & turn in with Coaching Log

Teacher:
Child(ren):

Coach:

Date of Observation:
Date of Debrief:

Prior to Focused Observation*

- Review notes from last session
- Fill out top of **Focused Observation Notes** form
- Gather other materials needed (e.g. classroom materials, data collection tools)

At Focused Observation:*

- Upon arrival, remind teacher what you are observing
- Take data per **Individualized &/or Targeted Support Plan(s)**
- Note what you observe and want to talk about during Debrief on **Focused Observation Notes**
- Confirm Debrief time with teacher

Prior to Debrief Meeting:

- If applicable, prepare first half of **Coaching Session Summary***
- Review child & implementation data and prepare graphical information, if needed

During Debrief Meeting:

- Review the **Individualized Intervention Plan** (and **Targeted Support Plan**, if applicable) and this week's focus
- Prompt teacher to reflect on child progress
- Summarize your observations, data, &/or graphs
- Share positive and constructive feedback*
- Use data to make decisions about next steps
- If applicable, update **Targeted Support Plan**
- Complete **Child Progress Update**
- Complete **Coaching Session Summary***
- Plan future sessions, meetings, etc.

You will need:

- Notes from last session
- Focused Observation Notes*
- Individualized Intervention Plan(s)
- Child &/or teacher data collection tools
- Child Progress Update
- Data Collection Log

You may need:

- Classroom materials
- Targeted Support Plan
- Coaching Session Summary*

*Completed only if teacher provides intervention directly related to individualized plans