Partnership Agreement for Coach with Principal

Kathy Hall and Wayne Prentice

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| Basic Agreements | Design Issues |
| What roles do I take on?* in class supporter - data coach
* instructional specialist - curriculum specialist
* resource provider - learning facilitator
* learner
 | What are the specific job responsibilities you want me to take on?* instructional strategies - in class support
* Learning/sharing knowledge
* every educational staff meeting – present something - curriculum support
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| How and when will we communicate?* Once per week – Mondays at 11:20
* Face to face
* e-mail my weekly updates to preview to make sure they are appropriate for staff consumption
 | How will we implement in-class coaching?* Request sheet
* 1st come, 1st serve
* New staff get fast tracked
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| How will I tell you about my work?* Once per week – Mondays at 11:20
* Face to face
* e-mail my weekly updates to preview to make sure they are appropriate for staff consumption
 | Who do you want me to work with? What will be the focus?* Everyone
* Each staff member provides direction but must be tied to school improvement goals
* Math/ literacy/ assessment for learning/ technology/ SMART Learning/Galileo
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| Basic Agreements | Design Issues |
| How will we handle conflict? Staff that are unhappy about the program?* Invite concerns to be shared
* Communication is key
* Be very clear about what I am doing with each staff member
* Partnership agreements
* Wayne will mediate if needed
 | What resources and materials are available to me?* Conferences
* Books
* Whatever I can convince Wayne we need
* Internet
* Other coaches
* Carmen Slemp – technology AISI person
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| Accountability:* e-mails from coach go through Wayne
* Previews any handouts, presentations
* Meet weekly to discuss work
* final report about year’s accomplishments to Assistant Superintendent
 | Accountability:* Logbook that keeps track of work with teachers
* Periodic survey of staff of what is happening, positives and things to improve upon
* Regular sharing of what I have been doing
* Monthly Coach’s Corner posting
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| What are important dates I need to put on my calendar?* Oct. 6 – principals, coaches with Heather Clifton
* Weekly meeting - Every educational meeting
* All PD days – I may be presenting
* Leading and Learning Conference (Dec. 2-4)
* Meeting times with teachers
* Oct. 26,27 – Jim Knight
* Feb. 7,8 – AISI Conference
* Apr. 11 – AISI Day in Red Deer
 | Will we have an instructional coaching team? If so, who will be included in this team?* Lisa/Tracy? They were interested in doing this role
* Other staff with expertise:
* Denise, Debby – assessment, SMART Learning
* Brenda, Sandy – literacy skills
* Jen, Trudy – public speaking and performing
* Denise, Sarah, Heather – Smartboard
* Zina – science
* Sarah – web 2.0 tools
* Murray – PE training
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Signatures:

Coach’s Partnership Agreement with Principal

Partnership agreement for Kathy Hall in the role of Coach.

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| The Coach agrees to … | The Coach’s actions/tasks | Details of the Coach’s actions | The Principal agrees to … | Timeline |
| 1) Do in class support with teachers | * Develop skills needed
* Practice/model/ and give support to teachers
* Plan with teachers what we want to do
* Make partnership agreements with all teachers I am working with
 | * Meet with each teacher
* Plan together
* Implement plan
* In class activity
* Debrief
* Follow up
 | * Provide release time for teacher
* PD training provided
* Direction coaching should follow
 | * All year
 |
| 2) Data Coach | * Analyze PAT data
* Identify essential outcomes
* Identify strengths and weaknesses
* Collect authentic data and facilitate data analysis with group of teachers
 | * Find and identify patterns
* Find types of questions asked
* Identify strengths and weaknesses
* Regularly meet with grade groups to analyze data
 | * Provide old PAT results
* Provide any analysis of PAT scores that has been done
 | * All year
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| The Coach agrees to … | The Coach’s actions/tasks | Details of the Coach’s actions | The Principal agrees to … | Timeline |
| 3) Develop curriculum expertise | * Go to PD sessions
* Implement new curriculum ideas in my class
* Practice new teaching strategies in my class
* Access experts
 | * Read all materials I receive at Conferences
* Plan with teachers to coordinate new curriculum instructional ideas implementation
 | * Send teachers to CARC inservices
* Order needed resources for teachers
 | * All year
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| 4) Develop instructional expertise | * Go to PD sessions
* Read materials on instructional strategies
* Practice new teaching strategies in my class
 | * Implement ideas presented in Robert Marzano’s book
* Plan with teachers to implement a new strategy
* Use John Medina’s website to learn more about Brain Rules
* Implement ideas presented in Harvey Silver’s books
 | * Send teachers to PD on instructional strategies
* Provide resources that teach about instructional strategies
 | * All year
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| 5) Learning Facilitator | * Present learnings about math, instructional strategies, coaching training to staff
* Give practical tips about new curriculum, and instructional strategies
 | * Organize workshops to present learnings
* Facilitate presentations by other expert staff
* Bring in speakers as needed
 | * Help with release time for teachers who are preparing a presentation for staff
* Pay for PD of all staff
 | * All year
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| 6) Resource Provider | * Find materials and resources teachers have requested
* Collect requests from staff for resources needed
* Cooperatively build materials or plan lessons needed
 | * Find materials and resources teachers have requested
* Collect requests from staff for resources needed
* Cooperatively build materials or plan lessons needed
 | * Provide release time for cooperative planning times
 | * All year
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| 7) Learner | * Coach will learn new strategies being implemented in division – SMART Learning, Galileo, Web 2.0 tools
 | * Read materials on these topics
* Implement strategies into class
* Practice techniques with another person
 | * Provide any resources needed
* Allocate money for some resources
 | * All year
 |
| The Coach agrees to … | The Coach’s actions/tasks | Details of the Coach’s actions | The Principal agrees to … | Timeline |
| 8) Mentor | * Coach will work closely with new teachers
 | * Coach will go over coaching program with 3 new teachers
* Coach will offer materials, resources and help to new teachers
* Coach will fast track any coaching requests by new teachers
 | * Provide any resources needed
* Allocate money for some resources
* Provide release time for coach to meet with teachers
 | * All year
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