

Sample Coaching Protocol

[Name of school] will implement instructional coaching during the [years] school year. The purpose of instructional coaching is to increase student achievement through the implementation of engaging rigorous and relevant instruction. For instructional coaching to have the greatest impact, everyone should have a clear understanding of his or her roles and responsibilities.

Role of School Administrators

Administrators will:

- Take an active role in promoting instructional growth at [name of school].
- Be committed to helping students reach their fullest potential by supporting all teachers' professional growth.
- Routinely conduct classroom walkthroughs, analyze student-learning data, and be an instructional leader.
- Meet with the coach to provide guidance on professional learning needs of school staff
- Provide teachers summative feedback after formal observations.
- Support coaches as they assist the individual needs of teachers.
- Ensure coaches and teachers are working collaboratively and effectively.

Role of Coach

The Coach will:

- Take an active role in promoting instructional growth at [name of school].
- Observe teachers.
- Analyze student learning assessments.
- Review lesson plans and offer constructive feedback.
- Provide resources and resource ideas to teachers.
- Provide constructive and personalized feedback to teachers.
- Provide instructional support for school administrators and teachers as they strive to meet the individual learning needs of students.

Role of Teachers

The Teachers will:

- Take an active role in promoting instructional growth at [name of school].
- Analyze student-learning data with regularity to inform instruction.
- Regularly participate in professional learning.
- Lead professional learning (when appropriate).
- Actively seek ways to increase student achievement.
- Turn completed lesson plans into the coach.
- Commit to meeting with the coach to actively seek ways to best meet the individual learning needs of students.

