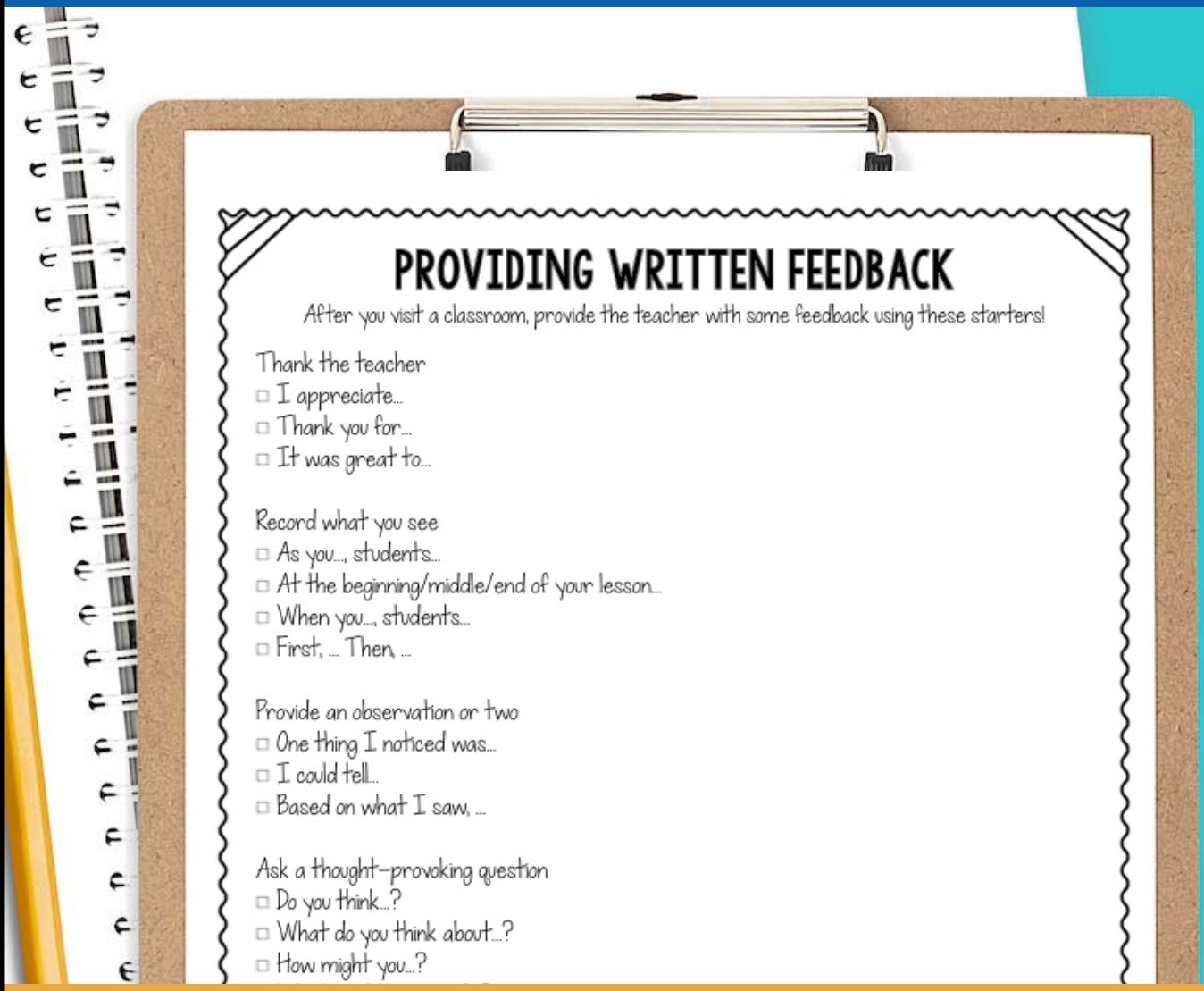
INSTRUCTIONAL COACHING BOOK OF PLANS & LISTS



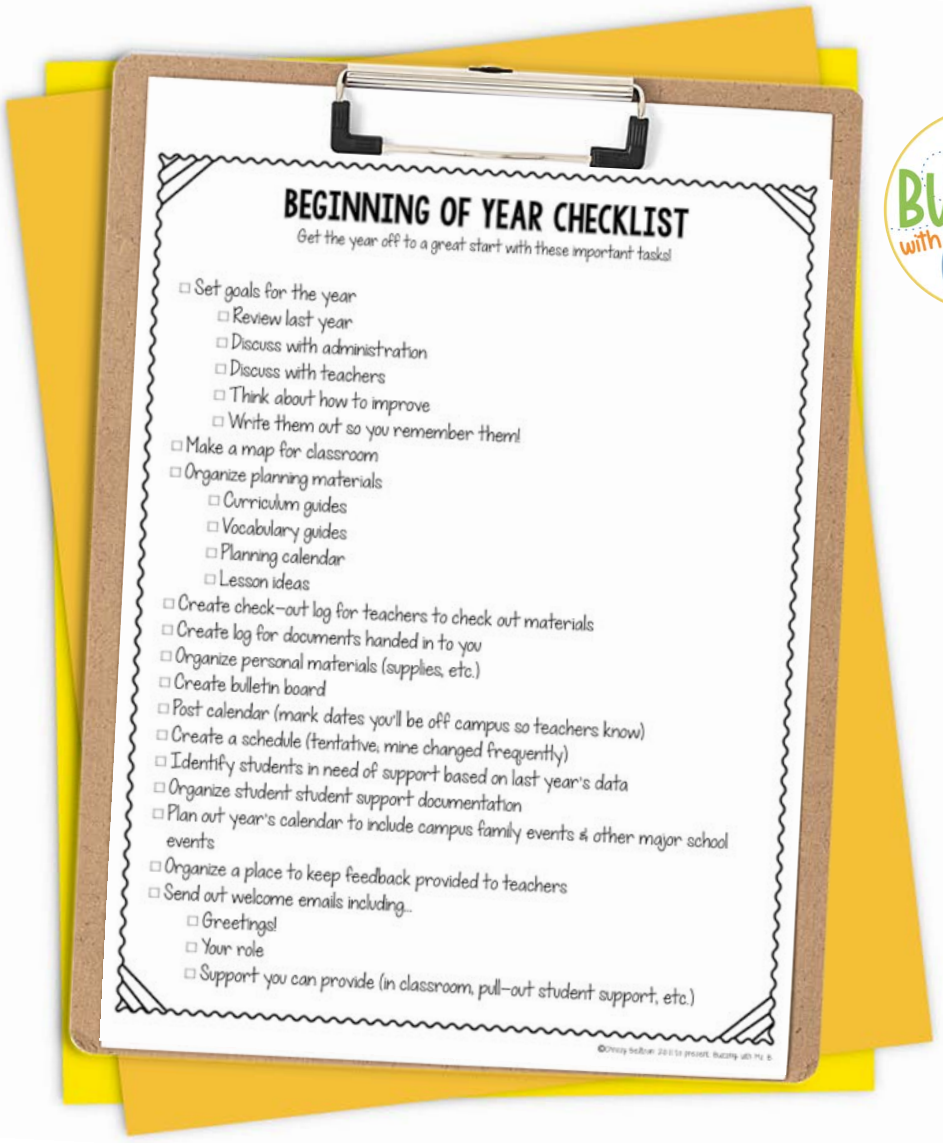
- 35+ pages
- Coaching checklists
- Planning documents

BUZZING with Ms. B

DON'T FORGET A THING WITH THESE CHECKLISTS!

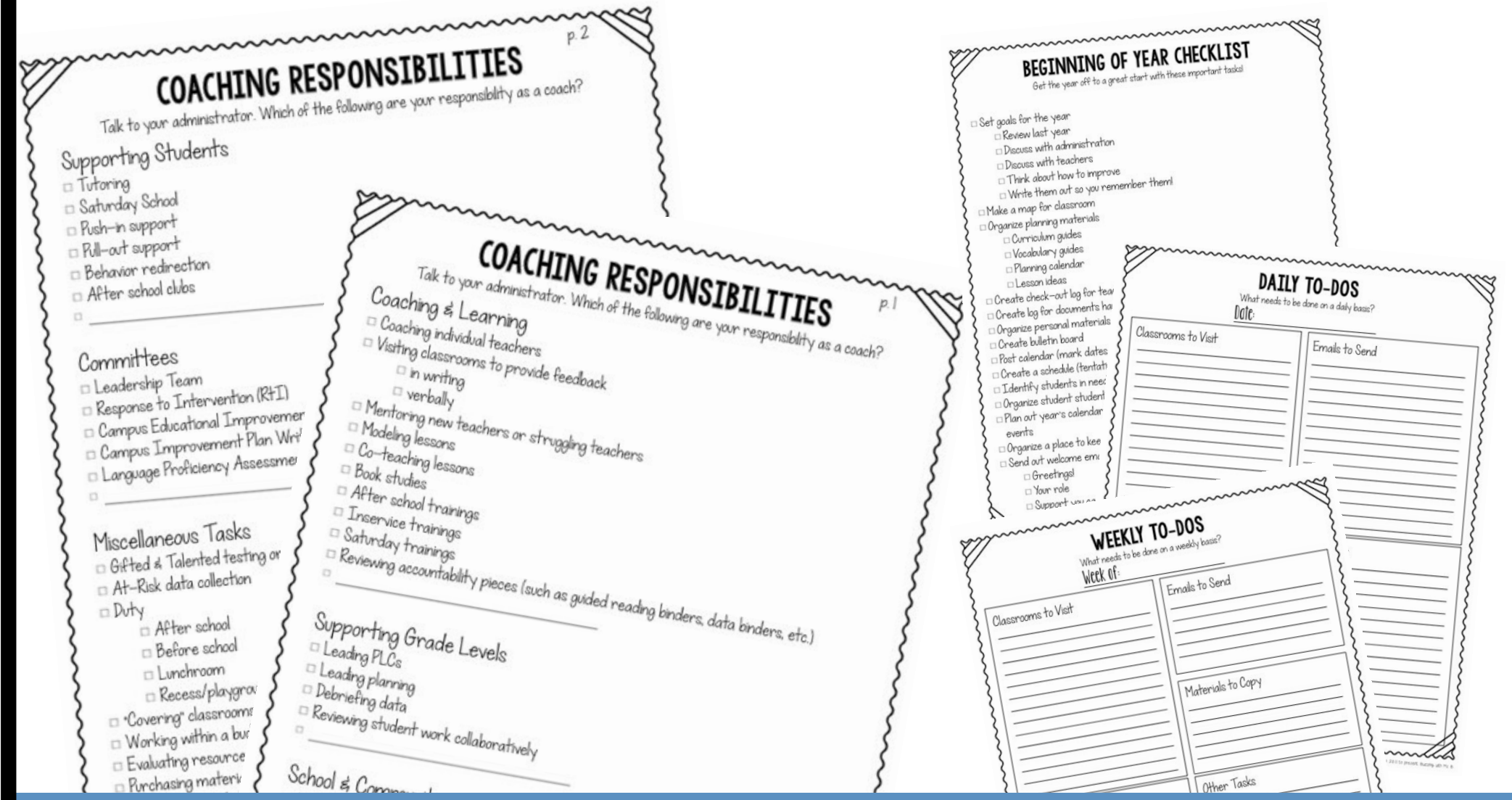
These checklists & planners will help you...

- ✓ Clarify your responsibilities
- ✓ Organize your space and materials
- ✓ Prepare for special events
- ✓ Create, review, and analyze assessments
- ✓ Prepare for collaborative planning
- ✓ Conduct coaching cycles



BUZZING with Ms. B

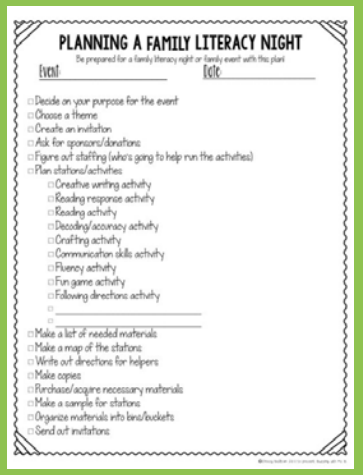
CLARIFY YOUR ROLE & MANAGE TIME



IDENTIFY YOUR RESPONSIBILITIES & PLAN YOUR TIME

PREPARE FOR SPECIAL EVENTS

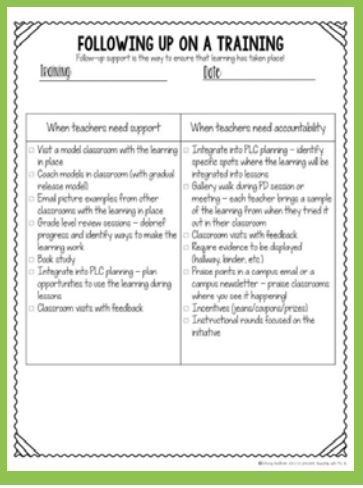










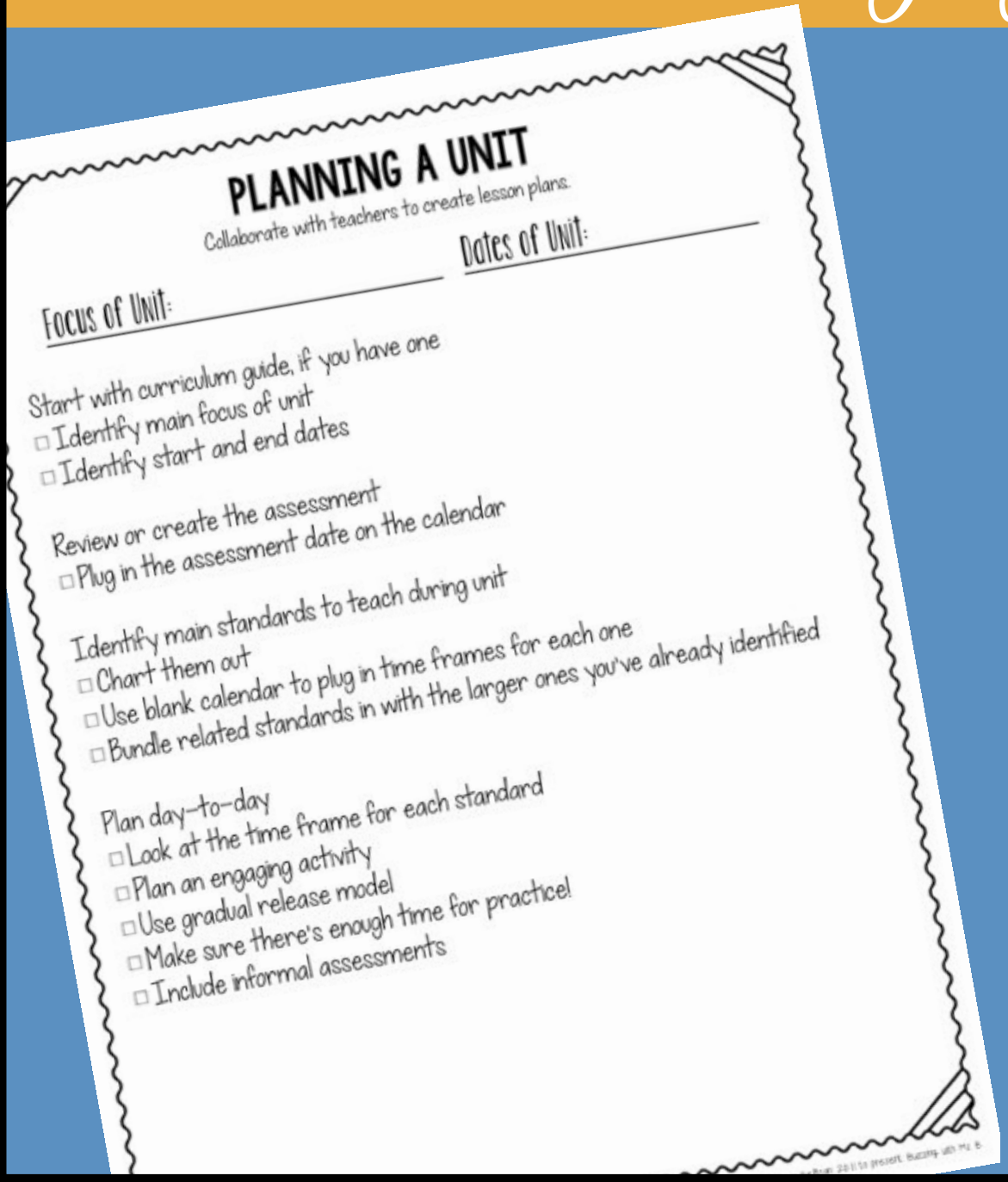






FAMILY NIGHTS, BOOK STUDIES, TRAININGS & MORE!

Planning Together



PLANNING A UNIT

Collaborate with teachers to create lesson plans.

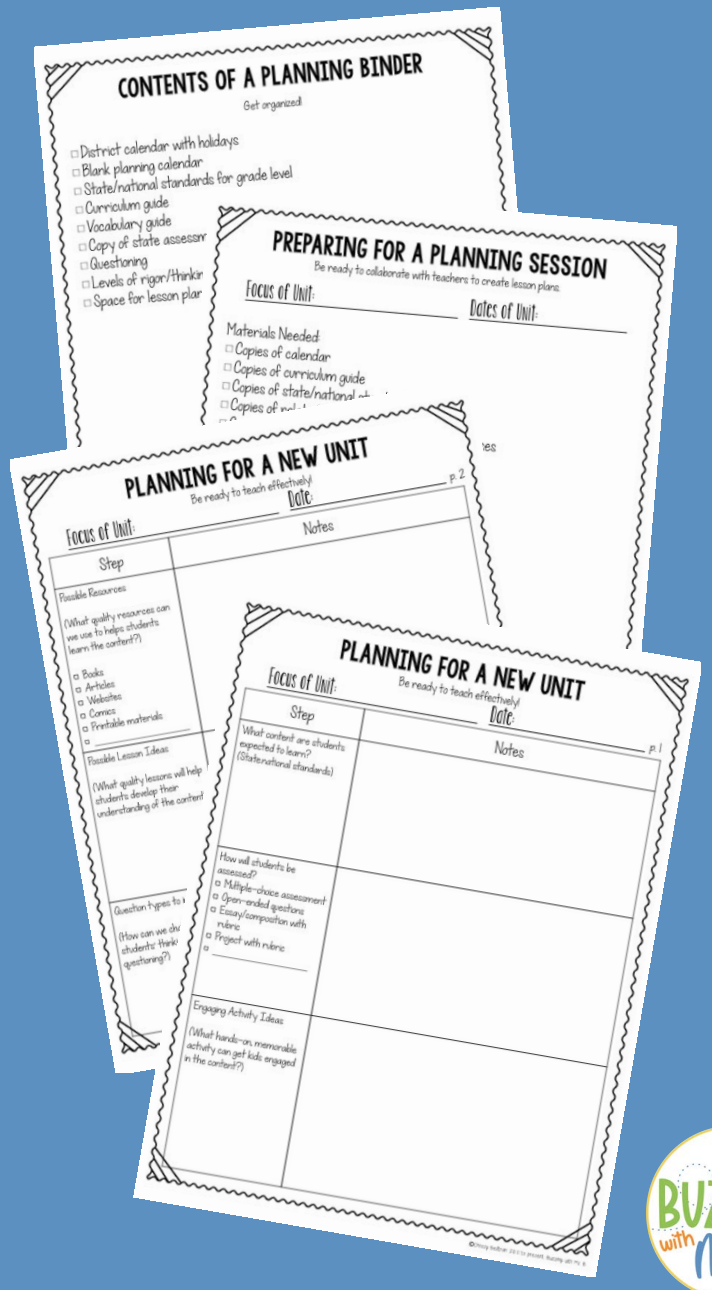
Focus of Unit: _____ Dates of Unit: _____

Start with curriculum guide, if you have one
- ☐ Identify main focus of unit
- ☐ Identify start and end dates

Review or create the assessment
- ☐ Plug in the assessment date on the calendar

Identify main standards to teach during unit
- ☐ Chart them out
- ☐ Use blank calendar to plug in time frames for each one
- ☐ Bundle related standards in with the larger ones you've already identified

Plan day-to-day
- ☐ Look at the time frame for each standard
- ☐ Plan an engaging activity
- ☐ Use gradual release model
- ☐ Make sure there's enough time for practice!
- ☐ Include informal assessments



CONTENTS OF A PLANNING BINDER

Get organized!

- ☐ District calendar with holidays
- ☐ Blank planning calendar
- ☐ State/national standards for grade level
- ☐ Curriculum guide
- ☐ Vocabulary guide
- ☐ Copy of state assessm
- ☐ Questioning
- ☐ Levels of rigor/thinkir
- ☐ Space for lesson plar

PREPARING FOR A PLANNING SESSION

Be ready to collaborate with teachers to create lesson plans.

Focus of Unit: _____ Dates of Unit: _____

Materials Needed
- ☐ Copies of calendar
- ☐ Copies of curriculum guide
- ☐ Copies of state/national

PLANNING FOR A NEW UNIT

Be ready to teach effectively!

Focus of Unit: _____ Date: _____ p. 2

Step	Notes
Possible Resources (What quality resources can we use to helps students learn the content?) ☐ Books ☐ Articles ☐ Websites ☐ Comics ☐ Printable materials ☐ _____	
Possible Lesson Ideas (What quality lessons will help students develop their understanding of the content	
Question types to u (How can we chu students' thinki questioning?)	

PLANNING FOR A NEW UNIT

Be ready to teach effectively!

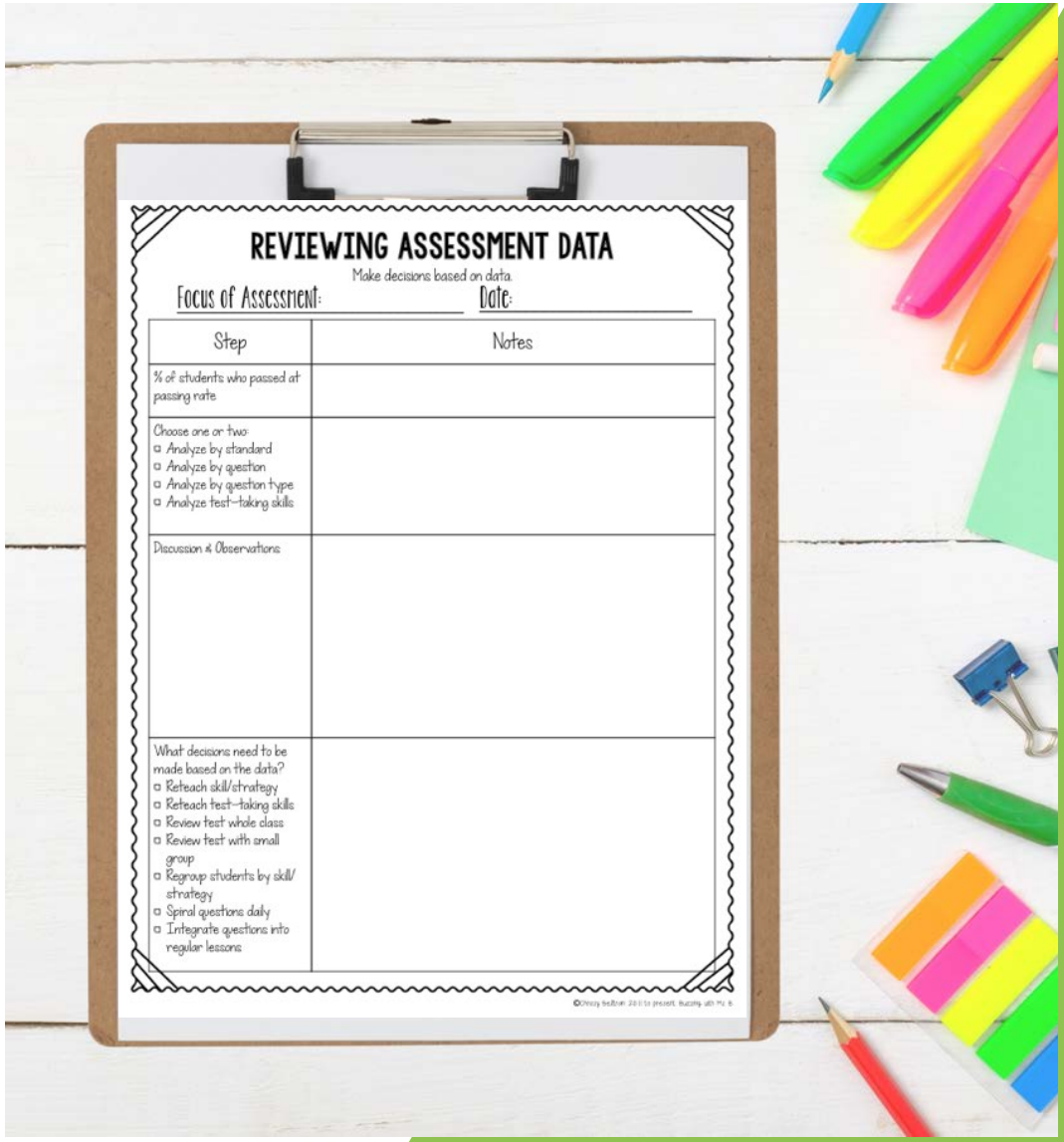
Focus of Unit: _____ Date: _____ p. 1

Step	Notes
What content are students expected to learn? (State/national standards)	
How will students be assessed? ☐ Multiple-choice assessment ☐ Open-ended questions ☐ Essay/composition with rubric ☐ Project with rubric ☐ _____	
Engaging Activity Ideas (What hands-on, memorable activity can get kids engaged in the content?)	

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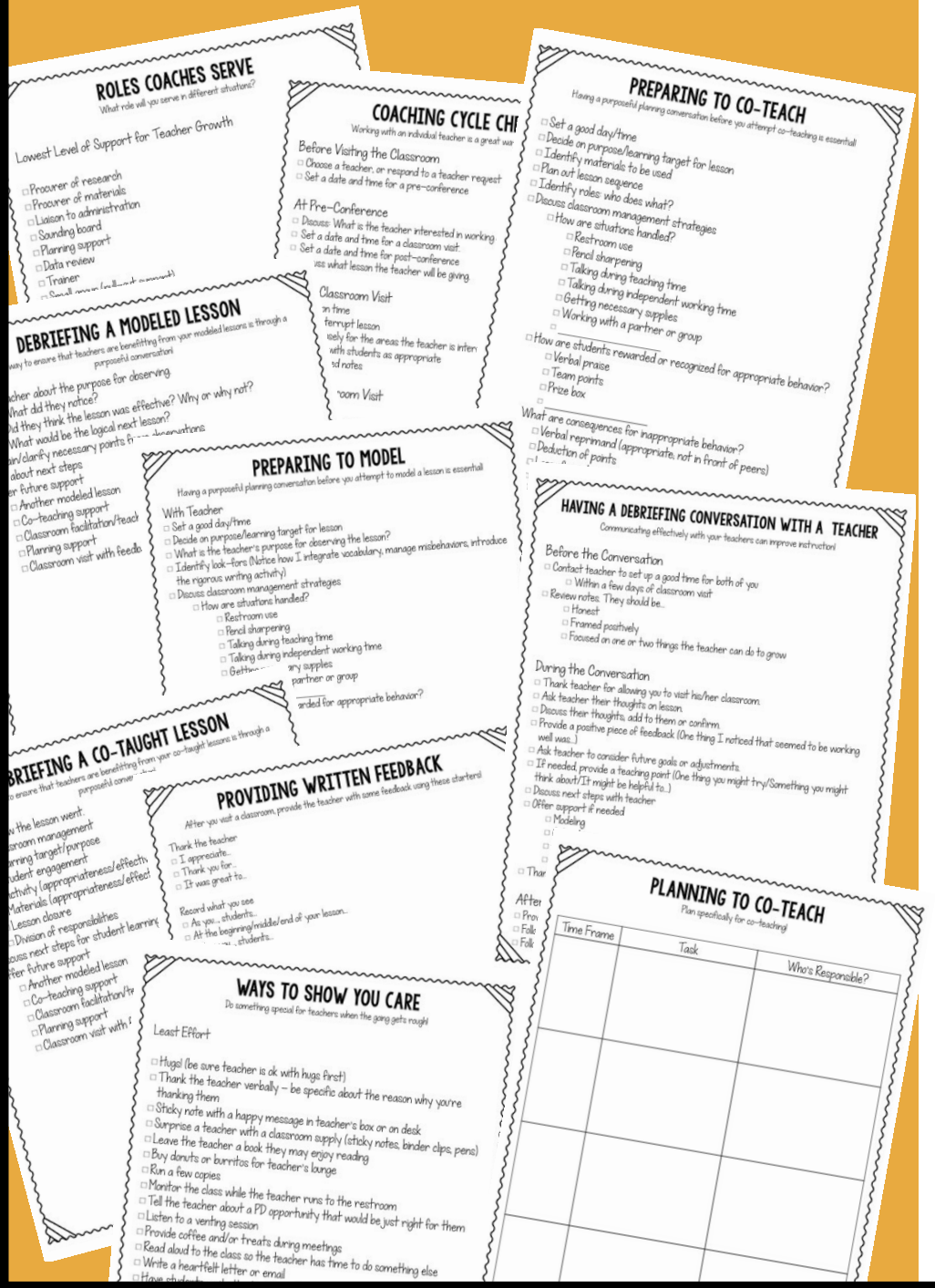
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Plan for assessments & data



- ✓Creating a multiple choice assessment in math
- ✓Creating a multiple choice assessment in reading
- ✓Planning a writing review
- ✓Planning for a data review
- ✓Creating an assessment
- ✓Reviewing writing samples
- ✓Reviewing an assessment planner

COACHING CYCLE CHECKLISTS



VISITING CLASSROOMS

What should you do and look for?

Be sure to...

- ☐ Have a pleasant face on
- ☐ Minimize interruption (don't burst in loudly!)
- ☐ Interact with students as they work independently or in groups
- ☐ Take notes (it's hard to remember later)

Look for... (choose a few to focus on)

- ☐ Is the learning target or lesson purpose posted somewhere? Is it introduced to students?
- ☐ Are materials appropriate for lesson purpose?
- ☐ Are materials appropriate for age and grade?
- ☐ Does the lesson flow?
- ☐ Is lesson aligned to target or purpose?
- ☐ Does teacher introduce/use appropriate vocabulary during lesson?
- ☐ Does teacher ask rigorous questions during lesson?
- ☐ Are students engaged consistently during lesson?
- ☐ Do students speak using correct vocabulary and sentence structures?
- ☐ Are students asked to...
  - ☐ Read
  - ☐ Write
  - ☐ Speak
  - ☐ Listen
  - ☐ Think
  - ☐ Move
- ☐ What types of thinking are students being asked to do?
- ☐ Can students explain what they are doing and learning during the lesson?
- ☐ Is the lesson differentiated?
- ☐ Is behavior managed appropriately?
- ☐ Are systems in place for materials, restroom, etc.?
- ☐ Is there a lesson closure?

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WHAT TEACHERS ARE SAYING

"I am using this during my first year as an Instructional coach. My administrators are impressed with my organization using this product."

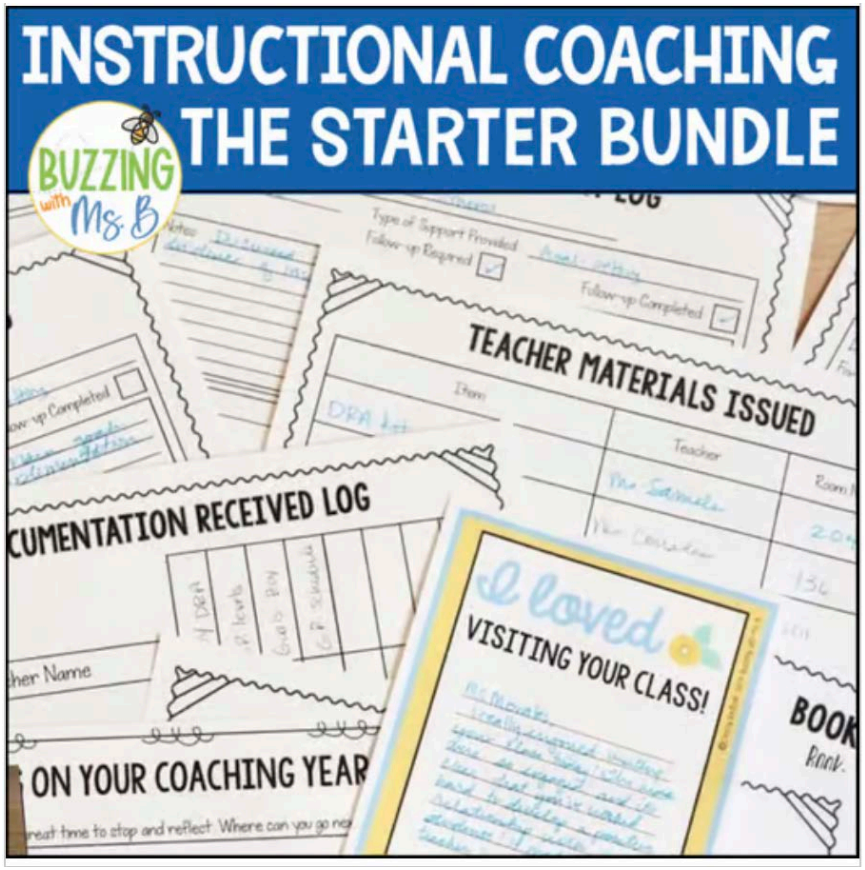
"As a first year coach, this has been extremely helpful! Everything outlined is very clear and easy to understand."

"Well though through resource that helps me be organized and stay on top of all the tasks I have as an IC."

"I love this! It helps me stay on track with things I need to complete and gives me ideas for things I didn't even think of!"



Get this in the Instructional Coaching Megapack Bundle!!



This bundle includes...

- ✓Binder Megapack
- ✓Start-Up Guide
- ✓Book of Plans & Lists
- ✓Classroom Observation Forms

GET THE INSTRUCTIONAL COACHING MEGAPACK BUNDLE!

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