School or District Planning Tools

School or district: _____

Person or team filling out this form: _____

Date: _____

Thinking About Our Needs

Use the following questions to guide conversations related to establishing a coaching program. Record notes on each topic and consider how the answers to each question might influence the design of the program.

Question	Notes	Implications for Our Coaching Program
What do our data show?		
Do we want to increase learning?		
Do we want to raise test scores in certain curricular areas?		
Do we need to target a certain group of students?		
Do we want to target a particular issue (apathy, discipline, engagement, technology, and so on)?		
Do we want to help struggling teachers?		
Do we want to bring new teachers into our culture?		
Other		

Guidelines for Building a Program

Use the following annotated questions to guide decisions about the systems and structures of your coaching program.

- ***What is the issue that we are seeking correction for?***
  Detail the issue (our test scores are low compared to schools like us, or we want every teacher to be his or her best); use comparative language; generalize the need. Write perhaps a paragraph or two.

- ***What data do we have?***
  Test scores, homework records, faculty evaluations, anecdotal comments, state report card, attendance data, and so on.

- ***Are the right people involved in planning and implementing the program?***
  Administrators, teacher representatives, experienced coaches, and so on.

- ***Which coaching model will work best for us?***
  Curriculum coaching, program coaching, instructional coaching, peer coaching.

- ***Who will coach?***
  School leaders, department heads, a full-time expert, a consultant, and so on.

- ***How will we know the program is working?***
  Describe program goals, plan what data you will collect to measure progress and how you will collect it, set guidelines for reporting methods and frequency.

- ***Where will the money come from?***
  Budget realignment, additional assessment, grants, and so on.

- ***How will we start?***
  Acquiring (or reassigning) personnel, acquiring materials, scheduling first cohort, communicating with internal and external publics.