

Yearly Coaching Calendar: At a Glance Job Duties

August		
<p align="center">Assessment</p> <ul style="list-style-type: none"> ● Prepare benchmark materials ● Notify staff about assessment window and assessment protocols and schedules 	<p align="center">Meetings</p> <ul style="list-style-type: none"> ● District level ● Building level ● Meet with area daycare/preschool providers to establish participation and schedule for the year (if applicable) 	<p align="center">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Set up for District PD - do final confirmations with presenter ● Training for instructional tutors of Reading Focus Folders and PDSA cycles ● Train assessment team ● Support new teachers
September		
<p align="center">Assessment</p> <ul style="list-style-type: none"> ● Conduct benchmark assessments ● Score and compile fall benchmark assessments ● Organize data for grade level team data meeting ● Determine Tier 2 and Tier 3 progress monitoring probes and 	<p align="center">Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data analysis ○ Form Walk to Read and Intervention groups ○ Instructional 	<p align="center">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Train teachers on progress monitoring probes, data entry and reports within data management system ● Mini PD at grade level meetings on instructional focus ● Conduct 2 walkthroughs per class ● Support teachers

schedules	goals	
October		
<p style="text-align: center;">Assessment</p> <ul style="list-style-type: none"> ● Ensure that progress monitoring assessment is administered every two weeks with students in Tier 2 and Tier 3. 	<p style="text-align: center;">Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<p style="text-align: center;">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles <ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data ● Conduct 2 walkthroughs per class ● Support teachers
November		
<p style="text-align: center;">Assessment</p> <ul style="list-style-type: none"> ● Progress monitoring assessment every two weeks with students in Tier 2 and Tier 3. 	<p style="text-align: center;">Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<p style="text-align: center;">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles <ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data ● Conduct 2 walkthroughs per class ● Support teachers
December		

<p style="text-align: center;">Assessment</p> <ul style="list-style-type: none"> ● Progress monitoring assessment every two weeks with students in Tier 2 and Tier 3. 	<p style="text-align: center;">Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<p style="text-align: center;">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles <ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data ● Conduct 2 walkthroughs per class ● Support teachers
January		
<p style="text-align: center;">Assessment</p> <ul style="list-style-type: none"> ● Conduct benchmark assessments ● Score and compile winter benchmark assessments ● Organize data for grade-level team data meetings ● Determine Tier 2 and Tier 3 progress monitoring probes and schedule 	<p style="text-align: center;">Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<p style="text-align: center;">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles <ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data ● Conduct 1 walkthrough per class ● Support teachers ● Plan district level PD for June and August
February		
<p style="text-align: center;">Assessment</p> <ul style="list-style-type: none"> ● Progress monitoring 	<p style="text-align: center;">Meetings</p> <ul style="list-style-type: none"> ● District leadership 	<p style="text-align: center;">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles

<p>assessment every two weeks with students in Tier 2 and Tier 3.</p>	<p>team</p> <ul style="list-style-type: none"> ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data ● Conduct 2 walkthroughs per class ● Support teachers
March		
<p>Assessment</p> <ul style="list-style-type: none"> ● Progress monitoring assessment every two weeks with students in Tier 2 and Tier 3. 	<p>Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<p>PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles <ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data ● Conduct 2 walkthroughs per class ● Support teachers
April		
<p>Assessment</p> <ul style="list-style-type: none"> ● Progress monitoring assessment every two weeks with students in Tier 2 and Tier 3. 	<p>Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams 	<p>PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Establish Coaching Cycles <ul style="list-style-type: none"> ○ Based on instructional goals ○ Implementation plan ○ Instructional Framework ○ Walkthrough data

	<ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting <ul style="list-style-type: none"> ○ Present at board meeting 	<ul style="list-style-type: none"> ● Conduct two walkthroughs per class ● Support teachers
May		
<p style="text-align: center;">Assessment</p> <ul style="list-style-type: none"> ● Conduct benchmark assessments ● Score and compile spring benchmark assessments ● Organize data for grade-level team data meetings ● Determine Tier 2 and Tier 3 progress monitoring probes and schedule 	<p style="text-align: center;">Meetings</p> <ul style="list-style-type: none"> ● District leadership team ● School leadership team ● Grade level teams <ul style="list-style-type: none"> ○ Data meeting ○ Instructional goals meeting ● ELA curriculum meeting 	<p style="text-align: center;">PD/Coaching Cycles</p> <ul style="list-style-type: none"> ● Wrap up coaching cycles ● Determine next steps for following year ● Conduct 1 walkthrough per class ● Support teachers
June		
Assessment	Meetings	PD/Coaching Cycles