A Day in the Life of a Classroom Coach: Planning for Coaching Caseloads

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Introductions

Mary Louise Hemmeter
Vanderbilt University

Eunice Lopez
Program-Wide PBS Project at the University of South Florida

Jacqueline Jordan
Metropolitan Nashville Public School System
Why is it important to include building relationships as part of your caseload planning?

Build Relationships

KEEP IT REAL
Importance of building relationships:
Planning time around working with multiple teachers

“No significant learning can occur without significant relationship”
- James Comer

“When trust exists between the coach and staff and between the principal and coach, the coach is more credible and more likely to have a positive influence on teacher practice and have peers’ respect”
- Joellen Killion, Coaching Matters
How do you incorporate relationship building into your initial caseload planning?

Building Relationships with a S.C.A.R.F. can improve thinking and performance in individuals and teams

- **Status** – One's sense of importance relative to others.
- **Certainty** – One's needs for clarity; ability to predict.
- **Autonomy** – One's sense of control over own life.
- **Relatedness** – One's connection to and security to another.
- **Fairness** – Just and unbiased exchange between people.
Building Trust

- Be Present
  - Make it a priority to be in schools as much as possible.
- Communicate Your Role and Share Success
  - Introduce yourself and define your role to other teachers
- Visit Classrooms (non coaching meeting)
  - Visits are short but have a purpose
- Little Things
  - Try to see each teacher or leave a welcome message in their mailbox the first day of school
  - Use technology to connect
    - Text, Twitter, Email

Teacher Coach Relationship

- Creating effective agreements
- Building teacher leader capacity
- Communicating about coaching services
- Allowing teachers voice and choice
- Encouraging feedback
- Managing resistance and feedback
Tips for Building Relationships

What are some tips and strategies you have for planning coaching?
Preparing for Coaching

Schedule and Caseload
How do you think about balancing tasks and making time for self-care as a coach?
Tips for Managing Your Caseload

- Know your caseload
- Prioritize your caseload
- Manage your time
- Utilize supervision
- Don’t panic

Focus and Priorities, Calendars and Tasks

The more you switch tasks, the quicker you deplete your energy and brain power.

- Avoid distractions
  - Multitasking leads to a 40% drop in productivity
- Commit to your priorities
  - You don’t manage time, you manage priorities
- Time blocking
  - Batch your like tasks (emails, calls)
Prioritize your priorities. Determine where you are spending time.

- **Urgent**
  - Truly urgent and important. You must do them now or things will fall apart.
  - Important so you must plan for them.
  - Time wasters

- **Not Urgent**
  - Plan time to do later or delegate/systemize.

**Pomodoros**

- When faced with any large task or series of tasks, break the work down into short, timed intervals (called “Pomodoros”) that are spaced out by short breaks. This trains your brain to focus for short periods and helps you stay on top of deadlines or constantly-refilling inboxes. With time it can even help improve your attention span and concentration.
Balancing Coaching Tasks

Tips for Planning and Balancing Tasks

• Self-care
• Create a system
• Environment
• Use available resources
• Team
• Enjoy
How do you incorporate coaching with other program initiatives and/or systems?

Coaching Co-Teachers
## Professional Learning Community

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## Coaching Cycle

### Professional Learning Community

**S** - Specific
- State what you'll do
- Use action words

**M** - Measurable
- Provide a way to evaluate
- Use metrics or data targets

**A** - Achievable
- Within your scope
- Possible to accomplish, attainable

**R** - Relevant
- Makes sense within your job function
- Improves the business in some way

**T** - Time-bound
- State when you'll get it done
- Be specific on date or timeframe