

Collegial Coaching

Conferring with Developing Educators about their Performance

The Florida Clinical Educator Training Series suggests a Clinical Educator Coaching Cycle. This cycle provides the mentor with effective procedures for working with the developing teacher. Each step in the cycle has a set of procedures that contributes to a more effective process for conferring with professionals about their performance. As a mentor, you should use the following steps.

Step 1: Pre-Observation Conference:

- Identify the lesson objectives and relevant information of the lesson.
- Identify/review focal areas such as behaviors to maintain/increase, behaviors to reduce/eliminate, and strategies/activities to try.
- Select observation method.
- Agree on observation time and logistics.

Step 2: Observation (collection of data)

- Arrive on time
- Use the observation method selected.
- Use the procedures for that observation method.

Step 3: Data Analysis and Strategy Session

- Construct a data display.
- Identify related patterns of behavior.
- Make comparisons with previous observations.
- Determine if criteria for success were satisfied.
- Make summary statements.
- Plan post observation conference strategies.

Step 4: Post Observation Schedule

- Review pre-observation conference agreements.
- Discuss data and analyze identifiable patterns.
- Guide the developing teacher with identifying behaviors to maintain/increase and/or reduce/eliminate.
- Discuss strategies/activities to explore/try.
- Specify and document each person's responsibility.
- Schedule the next observation or conference.

Step 5: Post Observation Analysis

- Reflect on the mentor's own performance throughout the process to determine the areas of strengths and weaknesses.
- Identify strategies to be maintained or increased as well as those to be reduced or eliminated.
- Develop an overall strategy for conducting the next conferencing cycle.
- Incorporate opportunities to include the developing teacher in the reflection process.
- Specify and document each person's responsibility.
- Conduct the joint reflection discussion just after the post observation conference.