

Coaching Expectations

Requirements:

- ✚ Provide 40 hours of coaching annually (4 hours per month average)
- ✚ Minimum of one contact per month via phone, email or social media
- ✚ Be accessible to Candidate for just-in-time assistance
- ✚ Attend orientation and training meetings as required

Program Work:

- ✚ Collaboratively complete with Candidate the Program Self-Assessments (Pre, & End of Program Benchmarks)
- ✚ Assist in development of the Individualized Learning Plan (ILP)
- ✚ Provide ongoing coaching to facilitate leadership development according to the ILP
- ✚ Complete the Mentor Assessment (Mid and End of Program Benchmarks)
- ✚ On-going communication with Candidate to monitor progress of the ILP goals and action plans
- ✚ Work with Candidate to review progress towards successful completion of ILP goals
- ✚ Serve on Portfolio Exit Interview Panel for Candidate

Coaching Essentials:

- ✚ Develop trust and build rapport
- ✚ Be fully present in the coaching relationship
- ✚ Demonstrate reliability (Keep your commitments to the Candidate)
- ✚ Be available
- ✚ Listen/Observe/Question/Provide feedback

Coaching Skills:

- ✚ **Facilitate:** Engage Candidate to reflect and think in order to develop clarity about purpose and rationale
- ✚ **Collaborate:** Thinking together to develop goals, options or solutions
- ✚ **Instructive:** Modeling, guiding, demonstrating, showing or teaching
- ✚ **Directive:** recommending direction or action

Examples of Coaching Activities:

- ✚ Facilitate development of ILP goals and implementation of action plans based upon selected CPSEL standards
- ✚ Facilitate problem solving, reflection and communication
- ✚ Assist in developing a leadership voice and shared vision
- ✚ Facilitate thinking around the development of school culture
- ✚ Model instructional coaching
- ✚ Collaborate on monitoring systems
- ✚ Facilitate thinking around professional learning supports to staff
- ✚ Facilitate problem solving in aligning resources to support teaching and learning
- ✚ Facilitate thinking regarding issues across systems
- ✚ Facilitate thinking on technology tools and resources