

Example Local Coach Schedule - Coaching Week

As long as you are fulfilling base requirements, how you schedule your time is up to you because you are the expert about your program. In this example, the local coach focuses on 5 of her 10 classrooms each week, but makes sure to do a short check-in with each throughout the week. This is an example to get you on the path to success.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 am	REVIEW WEEKLY BIRS DATA 8:00 - 9:00	SMITH Observation 8:00 - 9:00	QUICK CHECK <i>Yoder</i>	PARKS Observation 8:00 - 9:00	BIRS IN PIDS 8:00 - 9:00
8:30 am			QUICK CHECK <i>Quill</i>		
9:00 am			QUICK CHECK <i>Willis</i>		
9:30 am	BIRS PRACTICUM 9:30-11:00 <i>Yoder, Quill, Willis, Moon</i>	CRAVEN Observation 9:00 - 10:00	QUICK CHECK <i>Moon</i>	PARKS Coaching 9:00 -10:00	TPOT COACHING PLANNING 9:00 - 10:00
10:00 am			QUICK CHECK <i>Christy</i>		
10:30 am			STATE COACH MEETING 10:30 - 11:30		
11:00 am	TPOT FR5 <i>Craven</i> 10:30-11:30	SMITH Coaching 10:30-11:30	COACHING LOGS IN PIDS 11:00 - 12:00	ACTION PLANNING AND REFLECTION	JONES Observation 10:30 - 11:30
11:30 am					
12:00 pm					
12:30 pm	CUBILLA Observation 12:30-1:30	CRAVEN Coaching 11:30 - 12:30			JONES Coaching 11:30 - 12:30
1:00 pm					
1:30 pm					
2:00 pm	CUBILLA Coaching 1:30-2:30	COACHING LOGS IN PIDS 1:30 - 2:30	NAPTME TPOT TPS3 TRAINING <i>Parks and IAs</i> 1:00 -3:00	TPOT TEE1 <i>Cubilla</i> 10:30-11:30	COACHING LOGS IN PIDS 1:30 - 2:30
2:30 pm					
3:00 pm					
3:30 pm	ENVIRONMENT <i>Jones</i> 2:30-3:30	IA RESPONSES <i>Parks</i> 2:30-3:30		COMMUNITY OF PRACTICE 2:00 - 3:00	PREP FOR LOCAL LEADERSHIP TEAM 2:30 - 3:30

Just like the pyramid, the majority of your coaching weeks will be spent building an effective workforce (gold), followed by less time working on improving nurturing environments and responsive relationships (teal), and even less time working on targeted supports (green). The least amount of time should be spent working on intensive interventions (red). Sometimes, this will fluctuate week to week. For example, maybe you need to spend extra time in red one week because of a particularly challenging behavior. In general though, your time should be split in a similar way - the most time in gold, less in teal, etc.

What are some of these other things? For Monday's BIRS Practicum, perhaps these teachers have not had high-fidelity use of BIRS. This could be time that you go into the room and model the correct use of it or work on interventions. You may also see items like "TPOT FR5". This could be time that you work with that teacher on that specific indicator for TPOT, which can be identified based on their action plan from their TPOT.

In the end, how you coach is up to you. You are the expert for your program. However, coaching is more than just observing and giving feedback. It is modeling, practicing, and continuously following up and working on areas of improvement. How you coach will ultimately determine the success of implementation at your program. You can do this!

Example Local Coach Schedule - Training Week

As you come back from major school breaks or otherwise experience turnover, there may be times that you have to focus less on coaching and more on training or retraining staff on Pyramid Model practices and other techniques. This is an example of what a week like this might look like.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
8:00 am	New IA Training: Pyramid Model Practices: Introduction, Module 1 8:00 - 11:00 <i>Birke, Rhodes, Linson</i>	Training Logs in PIDS 8:00 - 9:00	QUICK CHECK <i>Cubilla</i>	PARKS Observation 8:00 - 9:00			
8:30 am			QUICK CHECK <i>Jones</i>				
9:00 am		New IA Training: Pyramid Model Practices: Module 2 9:00-12:00 <i>Birke, Rhodes, Linson</i>	Positive Solutions for Families 9:00 -11:00 <i>Parks, Craven</i>	PARKS Coaching 9:00 -10:00			
9:30 am							
10:00 am			QUICK CHECK <i>Smith</i>	STATE COACH MEETING 10:30 - 11:30	JONES Observation 10:30 - 11:30		
10:30 am							
11:00 am					JONES Coaching 11:30 - 12:30		
11:30 am							
12:00 pm	CUBILLA Observation 12:00-1:00						
12:30 pm							
1:00 pm	CUBILLA Coaching 1:00-2:00	WILLIS Coaching 1:00-2:00	New IA Training: Pyramid Model Practices: Module 3 12:30 - 3:30 <i>Birke, Rhodes, Linson</i>	New IA Training: Pyramid Model Practices: Module 4 12:30 - 3:30 <i>Birke, Rhodes, Linson</i>			
1:30 pm					Logs in PIDS 1:30 - 2:30		
2:00 pm		Training and Coaching Logs in PIDS 2:00-3:30					
2:30 pm	New IA: BIRS Training 2:30-3:30				PREP FOR LOCAL LEADERSHIP TEAM 2:30 - 3:30		
3:00 pm							
3:30 pm							

Perhaps there are times when you had high turnover or the start of a new school year. On those weeks, you may need to balance coaching with training staff members.

As a reminder, the base of your week should always focus most heavily on that effective workforce. The more work you do in this area, the less you will need to do with those top tier interventions.

How you plan weeks like this is completely up to you. Here are some considerations:

- When are staff going to be present in the building?
- Do any lead educators need to take priority for training over other staff?
- Have any administrators been replaced who need top priority for training?
- How many hours can I spare for training this week to ensure that my coaching priorities are still met?
- Where can other programs in my school, such as Mentor Teachers, aid in supporting classrooms this week while I need to focus on training?