

Sample Reading Coach Schedule

Tuesday 5	Wednesday 6	Thursday 7	Friday 8	Notes, Follow Up
<p>First Day of Instruction</p> <p>Final inventory of new materials</p> <p>Assemble assessment materials by grade level</p> <p>Attend program follow-up training with K-3 staff 12:30-3:30pm</p> <p>Student Minimum Day, 12:30 pm dismissal</p>	<p>Attend district coach meeting 8-11am</p> <p>Assemble assessment materials by grade level (cont.)</p> <p>Attend program follow-up training with 4-5 staff 12:30-3:30pm</p> <p>Student Minimum Day, 12:30pm dismissal</p>	<p>Meet with principal to review coaching schedule, "Kick-Off" meeting agenda, and materials needs 9-10:30am</p> <p>Assemble assessment materials by grade level (cont.)</p> <p>"Kick-Off" meeting with Third Grade Team 1:30-2:30</p> <p>"Kick-Off" meeting with Fourth and Fifth Grade Teams 2:40-3:40</p> <p>Student Minimum Day, 12:30pm dismissal</p>	<p>Turn in district coaching paperwork</p> <p>"Kick-Off" meeting with Kindergarten Team 1230-1:30</p> <p>"Kick-Off" meeting with First Grade Team 1:40-2:40</p> <p>"Kick-Off" meeting with Second Grade Team 2:45-3:45</p> <p>Student Minimum Day, 12:30pm dismissal</p>	<p>8/28-9/1/06 Follow Up: Distribute "Kick-Off" meeting times to all grade level team leaders.</p> <p>Review data collection forms created</p> <p>Finish distributing Pre/Decodable Books</p> <p>9/4-9/8/06 Notes: "Kick-Off" meeting agenda and materials:</p> <ul style="list-style-type: none"> • Agenda • Assessment packets • Schedule of grade level meetings for September-October • Schedule of first observations and "Quick Walk-Thru" Forms • Program materials inventory • Grade Level/Teacher needs assessment (collect 9/12) • Candy <p>Schedule principal to deliver message on implementation expectations at the beginning of each "Kick-Off" meeting (10 minutes).</p>

Monday 11	Tuesday 12	Wednesday 13	Thursday 14	Friday 15	Comments, Follow Up
<p>Assist in K-Testing (Barker, Levine, Morris) 8-10am</p> <p>Set up new office space</p> <p>Order extra program materials for coach/title 1 teachers use</p> <p>Review notes from trainings and meetings, develop next steps: <i>Program Follow-Up Training K-3, 4-5</i></p>	<p>Assist in K-testing (Barker, Morris, Lui) 12-2pm</p> <p>Set up new office space</p> <p>Review notes from trainings and meetings, develop next steps: <i>Coach Meeting "Kick-Off" meetings</i></p> <p>Collect Needs Assessment forms</p>	<p>Assist in Grade 1 testing (Figmore, Mendes) 10:30-12pm</p> <p>Check program website for updates/resources for each grade level's first unit</p> <p>Prepare for observations, review "Quick Walk-Thru" Observation forms</p>	<p>Assist in Grade 1 testing (Roberts, Leung) 10:30-12pm</p> <p>Return phone calls/emails regarding program materials</p> <p>Prioritize list of teacher identified needs</p> <p>Develop list of proposed coached staff training for September-October (Due to district 9/18)</p>	<p>Assist in Grade 2 fluency testing (all classrooms) 9-10am</p> <p>Meet with principal to discuss potential staff training, and review initial observation schedule 1-2pm</p> <p>Study Kindergarten Unit 1 instruction, first three weeks: Highlight potential trouble areas, identify materials/support needs</p>	<p>Send out reminder to turn in individual Needs Assessment forms by end of 9/12. Follow-up with teachers no later than 9/14.</p> <p>Schedule Ms. Levine to assist in make-up testing in the afternoons, 9/18-9/22.</p> <p>Gather make-up testing lists from Grades K-5 and extra testing materials.</p> <p>Finalize observation schedule for next week.</p> <p>Develop "Coach Request" forms for teachers, distribute next grade level meeting</p>

Monday 18	Tuesday 19	Wednesday 20	Thursday 21	Friday 22	Comments, Follow Up
<p>Assist in make-up testing grades K-3 (8-10am)</p> <p>Turn in staff training proposal to district office</p> <p>Study 1-3 Unit 1 instruction, first three weeks: Highlight potential trouble areas, identify materials/support needs</p>	<p>Assist in make-up testing grades K-3 (8-9am)</p> <p>Assist in make-up testing grades 4-5 9:30-11am</p> <p>Study 4-5 Unit 1 instruction, first three weeks: Highlight potential trouble areas, identify materials/support needs</p>	<p>Attend district coach meeting 8-9am</p> <p>Observe Grade K using <i>Quick Walk-Thru</i> form (Barker, Levine) 8-8:45am</p> <p>Observe Grade K using <i>Quick Walk-Thru</i> form (Morris, Lui) 12-12:45pm</p> <p>Make phone calls/send emails regarding staff training scheduling</p>	<p>Observe First Grade using <i>Quick Walk-Thru</i> form 8-10am</p> <p>Assist in make-up testing grades 4-5 1-2:30pm</p> <p>Begin planning staff training #1: Data-analysis, 9/28</p>	<p>Observe Second Grade using <i>Quick Walk-Thru</i> form 8-10am</p> <p>Debrief with First Grade Team 11-11:45am</p> <p>Debrief with Kindergarten Team 2:45-3:30</p> <p>Meeting with principal to review assessment collection 1-2pm</p>	<p>Send reminder that all assessment analysis forms are due to principal and coach by 3pm 9/27.</p> <p>Schedule individual Grade K teacher conferences for next week.</p> <p>Reschedule Ms. Figmore's observation, out ill 9/21-9/22.</p>

Monday 25	Tuesday 26	Wednesday 27	Thursday 28	Friday 29	Comments, Follow Up
<p>Observe Third Grade Team 8-9:30am</p> <p>Observe Fourth Grade Team 9:30-10:30am</p> <p>Continue planning staff training #1: Data-analysis, 9/28</p>	<p>Observe Fifth Grade Team 8:30-9:30</p> <p>Debrief with Second Grade Team</p> <p>Debrief with Third Grade Team</p> <p>Meeting with principal to compile list of missing assessment data. 2-3pm</p>	<p>Observe Ms. Figmore 8:30-8:45am</p> <p>Assemble materials for staff training #1: data-analysis, 9/28</p> <p>Prepare for 2nd-3rd Grade demonstration lessons, schedule coverage</p>	<p>Debrief with Fourth Grade Team 9:30-10am</p> <p>Debrief with Ms. Figmore 11:50-12:15</p> <p>Staff Training #1: Data-Analysis 1:45-3pm</p>	<p>Demonstration lesson and debriefing: Grade 2 8:30-9:45</p> <p>Demonstration lesson and debriefing: Grade 3 10:30-11:45</p> <p>Meeting with principal to discuss staff training and follow-up 1-2pm</p> <p>Debrief with Fifth Grade Team 2:30-3pm</p>	<p>Schedule someone to walk Ms. Figmore's class to lunch for debriefing.</p> <p>Staff training materials:</p> <ul style="list-style-type: none"> • highlighters • Agendas • Sample completed assessment forms • snacks