

# 14 Coaching Meeting Checklist

Use this checklist and accompanying questions as a guide to make sure you cover important content over the course of the meeting. You can adapt this document to meet the needs of the teacher.

## STEP 1: GENERAL CHECK-IN AND REVIEW OF GOALS FROM PREVIOUS SESSION

- Find out what curricular activities were implemented in the past week and what went well or was difficult.
- Ask teachers where they want to focus the session.
- Look over the agreed-upon goals and action steps from the previous meeting.



*What do you want to make sure we talk about today based on your experience with the new curriculum this week?*

*What were you able to accomplish and where do you want support?*

## STEP 2: REFLECTION ON OBSERVATION AND COACH COMMENTS

- Focus on one goal at a time and prompt teachers to (1) describe how they applied (or did not apply) the action steps and (2) how children responded.
- Review objectives for the activities observed during in-classroom coaching.
- Discuss observation notes about whether goals, action steps, and activity objectives were achieved.
- Ask reflective questions and offer constructive comments to support teachers' growth.



*What evidence did you see that the goal(s) were met?*

*What evidence did you see that the children understood and were able to meet the objective of the activity(ies) implemented during the coaching session?*

*Was there anything about the children's reactions to the activities that you had not anticipated? How did you handle these surprises?*

*How did you feel about your instruction compared with the description of the activity in the curricular materials?*

*What motivated you to adjust the activity, if applicable?*

## STEP 3: TARGETED, IN-DEPTH PLANNING FOR INSTRUCTION

- Preview activities for the next five days and review the developmental levels targeted by the curriculum.
- Determine instructional modifications based on the needs of individual children.
- Develop classroom-management strategies, if applicable.
- Determine modifications to class themes, if applicable.



*What are the objectives for the activity(ies) for next week?*

*What is your plan for making sure children are able to follow directions and complete activities?*

*How can you tie the activities to your class theme?*

*What do you already know about the children in your class when it comes to this topic (using data from the previous week's small-group record sheets, if applicable)?*

*What modifications do you need to make for specific children? Will you use different materials for certain children? Why?*

## STEP 4: SETTING GOALS FOR CHILDREN'S LEARNING AND TEACHER PRACTICE

- Develop goals for children and action steps for both teachers and coach.
- Determine what evidence teachers (and the coach) need to assess goals.
- Determine the focus of in-classroom coaching for the following week.



*Given what we've discussed, what specific developments do you want to see in the children? What do you want to work on?*

*How will we know when the goals have been met?*

*How can you support the children in attaining the goals through instruction, classroom management, or other interactions?*

*What do you need to do to prepare to carry out these steps?*

*What information or resources do I, as a coach, need to provide for you?*

*Based on the goals, what would you like me to focus on when I coach you next week, and why?*

*What can I do to help keep track of progress on goals and action steps during the next session?*