



NEW INSTRUCTIONAL COACH CHECKLIST



30 DAYS

TOP 5 TASKS

- CLARIFY YOUR ROLE & CREATE A COACHING MENU
- REVIEW DATA & MEET WITH PRINCIPAL TO DEVELOP PARTNERSHIP AGREEMENT
- SET UP YOUR WORK SPACE
- PREPARE FOR YOUR STAFF INTRODUCTION & VISIT EACH STAFF MEMBER
- REFLECT

60 DAYS

TOP 5 TASKS

- WRITE YOUR COACHING AFFIRMATIONS TO RECITE DAILY
- EMAIL A STAFF HIGHLIGHT
- DETERMINE YOUR DATA POINTS
- READ THE IMPACT CYCLE AND BEGIN COACHING CYCLES.
- REFLECT

90 DAYS

TOP 5 TASKS

- BUILD YOUR PROFESSIONAL LEARNING TOOLBOX & VISIT TECHTECHTEACH.COM WEEKLY
- CREATE TEACHER RESOURCE SITE OR ADD TO PRE-EXISTING SITE
- ASK FOR FEEDBACK FROM STAFF MEMBERS YOU SUPPORTED
- IDENTIFY AN EXPERIENCED THINK PARTNER
- RECORD A COACHING CONVO AND REFLECT