Peer Coaching Menu Choice

Peer Coaching Directions

1. Select a professional colleague for peer coaching.
2. Obtain approval for the peer coaching partnership with your administrator. This coaching partner must not be a colleague that you have partnered with for peer coaching in the last two years.
3. Select dates for peer coaching to occur. If you are obtaining a substitute for your coaching opportunity submit leave request at least five days prior to the coaching day to your administrator or supervisor.
4. Prepare for the event by conducting a planning meeting with your partner. Outline the areas which you would like your coaching partner to focus on and review lesson.
5. Conduct coaching visit for a minimum of 45 minutes.
6. Review notes and suggestions for improvements with colleague during a post-coaching debriefing.
7. Complete a professional reflection sheet and upload this document on Teachscape by Christmas break and 'tax day'. Comments from your coach are not required to be included, but are optional.

*see next page for forms

Coaching Observation Form

Teacher_____ Subject_____ Date_____

Coach_____ Class Period/Grade_____ Time In_____ Time Out_____

2a: Respect and Rapport *Teacher Interaction with students *Student Interaction	**3a: Communicating Clearly and Accurately** *Directions and procedures *Oral and written language
2b: Establishing a Culture for Learning *Importance of content *Student pride in work *Expectations for learning and achievement	**3b: Using Questioning and Discussion Techniques** *Quality of questions *Discussion techniques *Student participation
2c: Managing Classroom Procedures *Instructional groups *Transitions *Materials & supplies *Non-instructional duties *Volunteers and paraprofessionals	**3c: Engaging Students in Learning** *Representation of content *Activities and assignments *Groups of students *Instructional materials and resources *Structure and pacing
2d: Managing Student Behavior *Expectations *Monitoring of student behavior *Response to student behavior	**3d: Providing Feedback to Students** *Quality: accurate, substantive, constructive and specific *Timeliness
2e: Organizing Physical Space *Safety and arrangement of furniture *Accessibility to learning and use of physical resources	**3e: Demonstrating Flexibility and Responsiveness** *Lesson adjustment *Response to students *Persistence

Peer Coaching

Each peer coach will receive two days of release time (if needed), one for each peer coaching observation. Please determine a few areas you would like your coach to especially focus on. Requests for release time must be cleared with the appropriate administrator at least three days in advance of the day. As a suggestion, the reverse side of this sheet contains an observation sheet, but you are under no obligation to use it. Below is a reflection sheet which must be submitted at the conclusion of the peer coaching activity.

Reflection Sheet

1. Please list the focus areas that were identified in the pre-observation meeting:

   A.

   B.

   C.

2. Please describe the lesson that was observed:

3. Please describe the strengths of the lesson:

4. Please a few areas of improvement for the lesson:

5. Please reflect on the peer coaching process. Consider including information on the following areas:
   a. Was the process worthwhile?
   b. What process did you use (video/direct observation/etc.)?
   c. What did you learn from the process as both an observer and an observed teacher?