**Introduction to Intensive Intervention**

**Module 8 Coaching Materials:**

**Evaluating Use of Explicit Instruction to Support Students’ Academic Needs**

|  |  |  |
| --- | --- | --- |
|  | **Page** | **Customizable** |
| **Coach Communication Tools** | | |
| *Sample* Pre-Observation Email | **2** | **x** |
| *Sample* Post-Observation Email | **4** | **x** |
| **Coach and Teacher Module Implementation Packet** | | |
| Coach and Teacher Master Checklist Overview | **5** |  |
| Part 1 Coaching Discussion Guide: Lesson Objectives and Modeling | **7** |  |
| Part 2 Coaching Discussion Guide: Provide Guided and Independent Practice | **9** |  |
| Part 3 Coaching Discussion Guide: Evidence of Supporting Practices | **11** | **x** |
| Discussion Fidelity Tools (optional) | **15** |  |



***Sample* Pre-Observation Email (to all teachers); Customize and use for all three classroom application coaching activities OR customize to focus on one application per communication (i.e., delete the parts that are not relevant to the upcoming coaching activity and leave the other aspects of the email intact; to facilitate, each part is highlighted in yellow below).**

Dear Teachers,

I’m looking forward to our coaching activity about evaluating use of explicit instruction to support students’ academic needs for Module 8. **I plan on being at SCHOOL NAME on DATE (S)/TIME(s).** Please sign up for an observation online at LINK.

For the Module 8 coaching activities, we will we will debrief on the three parts of the module. The classroom application and corresponding coaching activities will address the following questions:

* **Part 1: How do you know you have created the right objectives and provided effective modeling?**
  + Using your journal entry (activity 8.2), plan and conduct your lesson. View the video and complete activity 8.3. Self-reflect using activity 8.4. With your coach, discuss your self-reflection, overall evaluation of your lesson, and set goal(s) for future lessons.
* In preparation for the coaching discussion, complete the following activities in the activity workbook:
  + Activity 8.2
  + Activity 8.3
  + Activity 8.4
  + *Optional: Ask teachers to submit electronically in advance of the observation.*
* **Part 2: How do you know you have effectively implemented practice?**
  + Using your journal entry (activity 8.6), plan and conduct your lesson. View the video and complete activity 8.7. Self-reflect using activity 8.8. With your coach, discuss your self-reflection, overall evaluation of your lesson, and set goal(s) for future lessons.
* In preparation for the coaching discussion, complete the following activities in the activity workbook:
  + Activity 8.6
  + Activity 8.7
  + Activity 8.8
  + *Optional: Ask teachers to submit electronically in advance of the observation.*
* **Part 3: How do you know you have effectively used the supporting practices?**
  + Locate and view your video from Part 2. Using your video from Part 2, complete Activity 8.9. Next, with your coach, discuss your self-reflection, overall evaluation of your lesson, and set goal(s) for a future lesson.
  + Complete activity 8.10 to prepare a lesson using supporting practices. Enact the lesson from the journal entry using Activity 8.11. Video tape your lesson for no more than 10 minutes. Discuss with your coach.
* In preparation for the coaching discussion, complete the following activities in the activity workbook:
  + Activity 8.9 (using your video from Part 2)
  + Activity 8.10
  + Activity 8.11
  + *Optional: Ask teachers to submit electronically in advance of the observation. Consider an in-person or virtual coach debrief on Activity 8.9 and an additional coaching interaction after completion of 8.10 and 8.11.*

I am very excited to be in your classrooms! It is a pleasure working with all of you and I look forward to seeing you soon. Please let me know if you have any questions!

Best Regards,

**COACH NAME**

**General tips:**

* Include personal greeting
* Coordinate school-based scheduling and related logistics
* Share focus of the observations
* Establish timeframe for communication and next step
* Attach Coach and Teacher Module Implementation Packet
* Indicate openness and availability for questions
* ***Note: this module includes three classroom applications with coaching components. Customize the teacher communication and coaching materials to reflect any or all of the coaching interaction options based on your resources and timelines.***

***Sample* Post-Observation Emails**

Dear Teacher A,

Thank you for welcoming me into your classroom! It was wonderful seeing the consistent modeling and feedback you provided to students to keep them on track. Looking ahead we both agreed that more explicit modeling and communication of expectations for the student coach would be appropriate.

Best,

**COACH NAME**

Dear Teacher B,

Thank you for your warm classroom welcome! I appreciate that you never strayed from the lesson objective and consistently demonstrated ways to ask an adult for assistance that was within the students’ proximal zone. I am interested in hearing how it goes when you XXXX.*.*

Best,

**COACH NAME**

**General tips:**

* Thank teachers for their time
* Include a personal comment re: classroom, student, context
* Include a praise point in line with module expectations
* Reference the implication for practice determined collaboratively during debrief

|  |  |  |
| --- | --- | --- |
| **Coach and Teacher Master Checklist: Module 8**  **Parts 1, 2, and 3**  ***See email and discussion guides for special notes*** | | |
|  | **Coach** | **Teacher** |
| **Pre-debrief (*note:* *videos of lessons are utilized in lieu of live observations; however; Part 3 can be conducted live*)** | Familiarize yourself with the companion workbook activities (listed below).  Email the teacher to determine the date and time for the observation as well as the activities required prior to the meeting:  **Part One:**  In preparation for the coaching discussion, the teacher needs to complete the following activities in the activity workbook:   * Activity 8.3 * Activity 8.4 * *Optional: Ask teachers to submit electronically in advance of the observation.*   **Part Two:**  In preparation for the coaching discussion, teachers must complete the following activities in the activity workbook:   * Activity 8.6 * Activity 8.7 * Activity 8.8 * *Optional: Ask teachers to submit electronically in advance of the observation.*   **Part Three:**  In preparation for the coaching discussion, complete the following activities in the activity workbook:   * Activity 8.9 (using your video from Part 2) * Activity 8.10 * Activity 8.11 * *Optional: Ask teachers to submit electronically in advance of the observation. Consider an in-person or virtual coach debrief on Activity 8.9 and an additional coaching interaction after completion of 8.10 and 8.11.*   Remind the teachers that observations are completely confidential and non-evaluative.  Provide classroom teacher with a copy of the **Discussion Guide** prior to your scheduled observation time.  Discuss any questions the teacher has and explain to them how the debriefing will be a collaborative review of the lesson. | Review the email and discussion guide outlining the requirements for each part of the observation. Determine a timeline to complete the activities leading up to the coach debrief session.  Direct any questions about the observation to coach.  Let coach know if there are any changes to the schedule or lesson. |
| **During debrief** | Use the **Parts One, Two, and Three Discussion Guides** to facilitate a reflective conversation in with the companion workbook activities. | Reference completed activity workbook pages (varies; see previous section). |
| **Post-debrief** | Follow up on the debrief with written feedback, either by sharing a copy or by documenting in a follow-up email. | In collaboration with coach, identify next steps for your practice based on the collaborative review of your lesson. |

|  |  |  |
| --- | --- | --- |
| **Module 8 Part 1: Lesson Objectives and Modeling**  **Coaching Discussion Guide** | | |
| Teacher: | Date: | Duration of conversation: |

***Note to coaches:*** Below, please find an overview of activities and questions to consider. The focus of the conversation will be based on the needs of the teacher and may vary.

In preparation for the coaching discussion, the teacher needs to complete the following activities in the activity workbook:

* Workbook Activity 8.3
* Workbook Activity 8.4
* *Optional: Ask teachers to submit electronically in advance of the observation.*

|  |  |
| --- | --- |
| **Coaching Activity and Conversation Guide** | **Notes** |
| * **Describe specific moments from your video when you observed evidence of objectives and/or modeling.** (Self-reflection activity 8.4 in workbook) * **NA** |  |
| * **Describe your observation: lesson objective.** (Self-reflection activity 8.4 in workbook). * **NA**   *Questions/prompts to consider:*   * *What was your lesson objective?* * *Did you lesson objective meet the checklist criteria? How do you know?* * *If applicable, what would be a better lesson objective?* |  |
| * **Describe your observation: provide modeling.** (Self-reflection activity 8.4 in workbook). * **NA**   *Questions/prompts to consider:*   * *Did you give clear explanations?* * *Did you model multiple planned examples?* * *Did you use supporting practices? Which ones?* * *Were there any supporting practices you did not enact that might have improved the lesson delivery? Which one(s)?* |  |
| * **Evaluate your lesson.** (Self-reflection activity 8.4 in workbook). * **NA**   *Questions/prompts to consider:*   * *Using the scale in the self-reflection activity, how confident are you with writing clear objectives? Describe why you selected that rating.* * *Using the scale in the self-reflection activity, how confident are you with modeling? Describe why you selected that rating.* |  |
| * **Goal setting** * **NA**   *Questions/prompts to consider:*   * *Did you identify a goal(s) regarding writing clear objectives? Describe the goal(s) and next steps.* * *Did you identify a goal(s) regarding providing modeling? Describe the goal(s) and next steps.* |  |

|  |  |  |
| --- | --- | --- |
| **Module 8 Part 2: Provide Guided and Independent Practice**  **Coaching Discussion Guide** | | |
| Teacher: | Date: | Duration of conversation: |

***Note to coaches:*** Below, please find an overview of activities and questions to consider. The focus of the conversation will be based on the needs of the teacher and may vary.

* In preparation for the coaching discussion, teachers must complete the following activities in the activity workbook:
  + Activity 8.6
  + Activity 8.7
  + Activity 8.8
  + *Optional: Ask teachers to submit electronically in advance of the observation.*

|  |  |
| --- | --- |
| **Coaching Activity and Conversation Guide** | **Notes** |
| * **Lesson objective** (Self-reflection activity 8.8 in workbook); briefly review the intended lesson objective to support the remainder of the discussion * **NA**   *Questions/prompts to consider:*   * *What was your lesson objective?* |  |
| * **Describe your observation: provide guided practice.** (Self-reflection activity 8.8 in workbook). * **NA**   *Questions/prompts to consider:*   * *Did you lead student in steps toward the learning outcome? Explain.* * *Did you provide appropriate prompts? Explain.* * *Did you observe and provide immediate feedback? Explain.* |  |
| * **Describe your observation: provide independent practice.** (Self-reflection activity 8.8 in workbook). * **NA**   *Questions/prompts to consider:*   * *Did you review expectations and resources for meeting the learning outcome?* * *Did you allow the students to work without support?* * *Did you observe and provide immediate and delayed feedback?* |  |
| * **Evaluate your lesson.** (Self-reflection activity 8.8 in workbook). * **NA**   *Questions/prompts to consider:*   * *Using the scale in the self-reflection activity, how confident are you with providing guided practice? Describe why you selected that rating.* * *Using the scale in the self-reflection activity, how confident are you with providing independent practice? Describe why you selected that rating.* |  |
| * **Goal setting** * **NA**   *Questions/prompts to consider:*   * *Did you identify a goal(s) regarding providing guided practice? Describe the goal(s) and next steps.* * *Did you identify a goal(s) regarding providing independent practice? Describe the goal(s) and next steps.* |  |

|  |  |  |
| --- | --- | --- |
| **Module 8 Part 3: Evidence of Supporting Practices**  **Coaching Discussion Guide** | | |
| Teacher: | Date: | Duration of conversation: |

***Note to coaches:*** Below, please find an overview of activities and questions to consider. The focus of the conversation will be based on the needs of the teacher and may vary.

* In preparation for the coaching discussion, complete the following activities in the activity workbook:
  + Activity 8.9 (using your video from Part 2)
  + Activity 8.10
  + Activity 8.11
  + *Optional: Ask teachers to submit electronically in advance of the observation. Consider an in-person or virtual coach debrief on Activity 8.9 and an additional coaching interaction after completion of 8.10 and 8.11.*

**Activity 8.9 Coaching Discussion Guide (precursor to 8.10 and 8.11 activities)**

* Virtual interaction
* In-person interaction

|  |  |
| --- | --- |
| **Coaching Activity and Conversation Guide** | **Notes** |
| * **Describe specific moments from your video when you observed evidence of supporting practices.** (Self-reflection activity 8.9 in workbook) * **NA** |  |
| * **Describe your observation: eliciting frequent responses.** (Self-reflection activity 8.9 in workbook). * **NA**   *Questions/prompts to consider:*   * *Did you maintain or check accuracy of processing? Describe.* * *Did you elicit responses that matched the learning outcome? Describe.* * *Did you elicit responses that matched the student abilities? Describe.* * *Did you elicit responses that matched the desired response format? Describe.* * *Did you maximize student involvement? How?* |  |
| * **Describe your observation: providing feedback.** (Self-reflection activity 8.9 in workbook). * **NA**   *Questions/prompts to consider:*   * *Did you provide feedback delivered immediately/as soon as possible after the response?* * *Did you provide specific feedback tied directly to student actions?* |  |
| * **Describe your observation: maintain a brisk pace.** (Self-reflection activity 8.9 in workbook). * **NA**   *Questions/prompts to consider:*   * *Did you move on when students were ready? How do you know?* * *Did you use other supporting practices? Describe/explain.* |  |
| * **Evaluate your lesson.** (Self-reflection activity 8.8 in workbook). * **NA**   *Questions/prompts to consider:*   * *Using the scale in the self-reflection activity, how confident are you with eliciting frequent responses? Describe why you selected that rating.* * *Using the scale in the self-reflection activity, how confident are you with providing feedback? Describe why you selected that rating.* * *Using the scale in the self-reflection activity, how confident are you with maintaining a brisk pace? Describe why you selected that rating.* |  |
| * **Goal setting** * **NA**   *Questions/prompts to consider:*   * *Did you identify a goal(s) regarding the supporting practices? Describe the goal(s) and next steps.* |  |

**Activity 8.10 and 8.11 Coaching Discussion Guide (follow up to 8.9; may have been completed virtually)**

* Virtual interaction
* In-person interaction

|  |  |
| --- | --- |
| **Coaching Activity and Conversation Guide** | **Notes** |
| * **Briefly describe the area(s) of supporting practices you chose to focus on and why.** (Activity 8.10 in workbook) * **NA**   *Note: Depending on the area(s) of supporting practices selected, the discussion may or may not include the practices and prompts listed below. Customize the discussion topics and prompts based on the supporting practices identified by the teacher in Activity 8.10* |  |
| * **Describe your observation: eliciting frequent responses.** * **NA**   *Questions/prompts to consider:*   * *Did you maintain or check accuracy of processing? Describe.* * *Did you elicit responses that matched the learning outcome? Describe.* * *Did you elicit responses that matched the student abilities? Describe.* * *Did you elicit responses that matched the desired response format? Describe.* * *Did you maximize student involvement? How?* |  |
| * **Describe your observation: providing feedback.** * **NA**   *Questions/prompts to consider:*   * *Did you provide feedback delivered immediately/as soon as possible after the response?* * *Did you provide specific feedback tied directly to student actions?* |  |
| * **Describe your observation: maintain a brisk pace.** * **NA**   *Questions/prompts to consider:*   * *Did you move on when students were ready? How do you know?* * *Did you use other supporting practices? Describe/explain.* |  |
| * **Reflect on your plan and goal.** * **NA**   *Questions/prompts to consider:*   * *Did you meet your goals for the lesson?* * *Did you improve in using the supporting practices? Describe.* * *What are the implications for future lessons?* |  |

**Part One: Lesson Objectives and Modeling**

**Coaching Discussion Fidelity Form** *(Optional Form)*

***Note:*** *This form is not evaluative of teacher performance. This protocol is used to measure the instructional coach’s fidelity to the procedures for debriefing the observation and track the components of the debrief sessions conducted.*

|  |  |
| --- | --- |
| Teacher: | |
| Discussion date: | Duration of discussion: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Video Reflection and Lesson Objective** | **Yes** | **No** | **Notes/Reflections** |
| Discussed specific moments from teacher’s video when they observed evidence of objectives and/or modeling. | 1 | 0 |  |
| Discussed lesson objective. | 1 | 0 |  |
| Discussed whether lesson objective met lesson criteria. | 1 | 0 |  |
| **Providing Modeling** | **Yes** | **No** |  |
| Discussed modeling provided during the lesson. | 1 | 0 |  |
| Discussed supporting practices. | 1 | 0 |  |
| **Self-Evaluation & Goals** | **Yes** | **No** |  |
| Discussed self-evaluation confidence ratings with regard to objectives and modeling. | 1 | 0 |  |
| Discussed goal(s) set and applicable next steps. | 1 | 0 |  |

**Part Two: Guided and Independent Practice Opportunities**

**Coaching Discussion Fidelity Form** *(Optional Form)*

***Note:*** *This form is not evaluative of teacher performance. This protocol is used to measure the instructional coach’s fidelity to the procedures for debriefing the observation and track the components of the debrief sessions conducted.*

|  |  |
| --- | --- |
| Teacher: | |
| Discussion date: | Duration of discussion: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Video Reflection and Lesson Objective** | **Yes** | **No** | **Notes/Reflections** |
| Discussed lesson objective. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they provided guided practice. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they provided independent practice. | 1 | 0 |  |
| **Self-Evaluation & Goals** | **Yes** | **No** |  |
| Discussed self-evaluation confidence ratings with regard to providing guided and independent practice. | 1 | 0 |  |
| Discussed goal(s) set and applicable next steps. | 1 | 0 |  |

**Part Three: Evidence of Supporting Practices**

**Coaching Discussion Fidelity Form** *(Optional Form)*

***Note:*** *This form is not evaluative of teacher performance. This protocol is used to measure the instructional coach’s fidelity to the procedures for debriefing the observation and track the components of the debrief sessions conducted.*

|  |  |
| --- | --- |
| Teacher: | |
| Discussion date: | Duration of discussion: |

**Activity 8.9 Coaching Discussion Guide (precursor to 8.10 and 8.11 activities)**

* Virtual interaction
* In-person interaction

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Practices Video Reflection** | **Yes** | **No** | **Notes/Reflections** |
| Discussed specific moments from teacher’s video when they observed themselves enacting supporting practices. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they elicited frequent responses. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they provided feedback. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they used supporting practices. | 1 | 0 |  |
| **Self-Evaluation & Goals** | **Yes** | **No** |  |
| Discussed self-evaluation confidence ratings with regard to objectives and modeling. | 1 | 0 |  |
| Discussed goal(s) set and applicable next steps. | 1 | 0 |  |

**Activity 8.10 and 8.11 Coaching Discussion Guide (follow up to 8.9; may have been completed virtually)**

* Virtual interaction
* In-person interaction

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting Practices Video Reflection** | **Yes** | **No** | **Notes/Reflections** |
| Discussed the area(s) of supporting practices the teacher chose to focus on and why. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they elicited frequent responses. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they provided feedback. | 1 | 0 |  |
| Discussed specific moments from teacher’s video when they maintained a brisk pace. | 1 | 0 |  |
| **Self-Evaluation & Goals** | **Yes** | **No** |  |
| Discussed whether they met their goal, areas of improvement, and implications for future lessons. | 1 | 0 |  |