

## EMBEDDED COACHING REFLECTION

*Complete each section that represents the session you attended.*

<b>SCHOOL</b> Southwest High School	
<b>DATE</b> 3/16/17	
<b>VISIT FOCUS</b> Collaborative Team Time <input checked="" type="checkbox"/> Collaborative Coaching Reflection (Principal Collaboration) Leadership/Guiding Coalition Meeting	
<b>Team Focus</b> Circle Grade: 9 10 11 Math Reading Intervention Common Formative Assessments Data Analysis Instructional Practices <input type="checkbox"/> Other __master schedule	<b>Leadership/Guiding Coalition Focus</b>  <input checked="" type="checkbox"/> Data Analysis <input type="checkbox"/> PD Planning Team Reflections <input type="checkbox"/> Other _____
<b>Team Discussions</b>  <ul style="list-style-type: none"> <li>Milestone courses</li> <li>Teaching assignment</li> <li>Sections required</li> <li>Pathway completion</li> <li>Law Certification</li> <li>Dept. chair double planning time</li> <li>Added allocation/PE</li> <li>Schedule rolled over</li> <li>Student rosters rolled over</li> </ul>	<b>Leadership/Guiding Coalition Discussion</b>
<b>Next Steps</b> <ul style="list-style-type: none"> <li>Roll back the master schedule</li> <li>Roll back student rosters</li> <li>Track pathways</li> <li>Clearly define course sequence in all core classes and pathways for master schedule builder</li> <li>Provide possible PL for counselor</li> <li>Provide written directive to master schedule builder with expectations and timelines</li> </ul>	<b>Next Steps</b>

**REFLECTION:** What did I learn? Based on what I learned, what will have the greatest impact on student learning?

- Master schedule development must closely be monitored to ensure all student pathways are done correctly
- Monitor master schedule development to ensure that all students are placed in the appropriate course sequence

**NEXT STEPS:** What are the actions needed before next coaching meeting?

- Provide students with course selection form
- Calculate at 26-1 the number of sections required of each subject
- Build master schedule with the appropriate number of sections of each course
- Analyze number of sections remaining based on student need and teacher certification to determine need
- Determine remedial courses and support courses to be offered based on availability of sections remaining

**AGENDA ITEMS:** Topics for next coaching visit.

- Master schedule progress
- Course availability
- Vacancies

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<b>Team Discussions</b>	<b>Leadership/Guiding Coalition Discussion</b> <ul style="list-style-type: none"> <li>Milestone countdown</li> <li>Blitz communication</li> <li>Master schedule and course alignment</li> <li>9 plus 1 planning for new teacher PL</li> <li>Close read</li> <li>Cohorts of students have been scheduled and roll up together</li> <li>Discipline rubric</li> <li>Academic pathway points</li> </ul>

<b>REFLECTION:</b> What did I learn? Based on what I learned, what will have the greatest impact on student learning?
<ul style="list-style-type: none"> <li>Master schedule development is incomplete</li> <li>Leadership must be highly involved in the process to ensure that all pathways, course alignment, and students are appropriately placed</li> </ul>

**NEXT STEPS:** What are the actions needed before next coaching meeting?

- Attempt to finalize the basics of the master schedule
- Compile a list of available sections and access teacher certifications and postings
- Develop a tentative discipline plan that appropriately reflect the district rubric to maximize points
- Deliver written directive to master schedule builder with clearly defined requirements and appropriate timelines.

**AGENDA ITEMS:** Topics for next coaching visit.

- Review of master schedule status
- Blitz success
- Test schedule
- PBIS for Milestone celebrations