

EMBEDDED COACHING REFLECTION

SCHOOL Southwest	
DATE 5/15 and 5/16/18	
VISIT FOCUS Collaborative Team Time <input type="checkbox"/> Collaborative Coaching Reflection (Principal Collaboration) <input checked="" type="checkbox"/> Leadership/Guiding Coalition Meeting	
Team Focus Circle Grade: Elementary Middle Secondary <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Intervention <input type="checkbox"/> Common Formative Assessments <input type="checkbox"/> Data Analysis <input type="checkbox"/> Instructional Practices <input checked="" type="checkbox"/> Other Counselor	Leadership/Guiding Coalition Focus <input type="checkbox"/> Data Analysis <input checked="" type="checkbox"/> PD Planning <input checked="" type="checkbox"/> Team Reflections <input type="checkbox"/> Other
Team Discussions <ul style="list-style-type: none"> The counselor could not produce the graduation spreadsheet/ system not in place to ensure graduation completion Course request had not been entered Trailer course parameters from middle school test scores Master schedule 	Leadership/Guiding Coalition Discussion <ul style="list-style-type: none"> Milestone retest Effective implementation of collaborative plan Combining elements for Focus for Walkthroughs for next year Collaborative planning days expectations and establishing deliverables Senior F list PLC/ reestablishing daily collaborative meeting expectations Facilitation of the collaborative planning process Concerns about the loss of an assistant principal which will increase the discipline load of the other assistant principals
Next Steps <ul style="list-style-type: none"> Enter course requests Develop for the counselor a timeline of completion of tasks associated with mater schedule 	Next Steps <ul style="list-style-type: none"> Ensure that the retest window is utilized Define expectations for effective implementations of collaborative planning with daily products

<ul style="list-style-type: none"> • Desegregate data for Algebra 1 failure to determine how many failed due to attendance versus academics • Compline all information needed to develop the master schedule • Establish timeline and begin master schedule development 	<ul style="list-style-type: none"> • Combine items that require monitoring walkthroughs and who is monitoring • Establish a systematic monitoring of academic progress for next school year to minimize trailer courses • Produce a PBIS calendar of events for next year • Milestone retakes • Support for the instructional coaches
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Complete each section that represents the session you attended.

<p>REFLECTION: What did I learn? Based on what I learned, what will have the greatest impact on student learning?</p>
<ul style="list-style-type: none"> • Early intervention in Algebra 1 and monitoring of failure rates throughout the year will reduce the need for trailer courses. The additional trailer courses required for the large failure rate are taking sections that should be for support classes. The leader must hold those leadership personnel accountable for the monitoring • Establishing a timeline for counselors to complete tasks associated needs to be established early and monitored • Milestones retakes should be planned and the opportunity for students to retest should be utilized • Clear and formal communication of expectation with timelines need to be established. The leader must communicate and monitor academic progress of students and instructional improvement and/or compliance for expectations set by the leader
<p>NEXT STEPS: What are the actions needed before next coaching meeting?</p>
<ul style="list-style-type: none"> • Gather all information required to develop the master schedule • Complete and communicate the timeline for completion of the master schedule • Desegregate the data from this year's Algebra 1 failure rate • Establish retest process for Milestones • Set a monitoring calendar for all things being monitored. The leader should have weekly meetings and gather feedback on what is working and what is not.
<p>AGENDA ITEMS: Topics for next coaching visit.</p>
<ul style="list-style-type: none"> • PLC collaborative process will be the single item for the first visit. Monitoring calendar and training.