Sample Coaching Time Log

Coaching Time Log

Dates (complete over a *2 week* time period): <u>5/5/07</u>(week 1) through <u>5/16/07</u> (week 2)

Name: Tanya O'Dell

District: Templeton ISD

Schools served: Nightingale, Swanson, Spring Wood

Indicate how you spent your time as a Reading Coach during the past two-week period, using best estimates of time.

TASK / HOURS

1. Professional Development
Providing or facilitating professional development sessions such as seminars, action research, study groups designed to increase educators' knowledge of Scientifically Based Reading Research (SBRR).

	M	T	W	Th	F	Total	%
Week 1				2	2	4	
Week 2	3		1			4	
						Task Total 8	10%

2. Planning
Planning, developing and/or preparing professional development.

	M	T	W	Th	F	Total	%
Week 1	1					1	
Week 2				3		3	
						Task Total 4	5%

3. Modeling Lessons
Demonstrating model lessons in classrooms for teachers.

	M	T	W	Th	F	Total	%
Week 1		1	3	2	2	8	
Week 2	2		2			4	
						Task Total 12	15%

4. Coaching
Coaching (the observation process that includes planning conversation, observation & reflecting conversation) teachers in classrooms.

	M	T	W	Th	F	Total	%
Week 1	1	3	2		2	8	
Week 2		3	2	1	2	8	
						Task Total 16	20%

5. Coach-Teacher Conferences
Conferencing with teachers regarding lesson planning, grouping for instruction, intervention strategies, etc.

	M	T	W	Th	F	Total	%
Week 1				.5		.5	
Week 2	1	1		1	.5	3.5	
						Task Total	5%

								4	

6. Student Assessment Coordinating or administering student assessments. *Coaches should spend limited time collecting data (e.g., perhaps as part of a data collection team, but not as a sole data collector)* `N/A (this is not a screening data collection period)`	Week 1	M	T	W	Th	F	Total 0	
	Week 2	M	T	W	Th	F	Total 0	
							Task Total 0	% 0%

7. Data Reporting Entering student assessment data into a spreadsheet or data management system. *Coaches should spend limited time, if any, on this task.*	Week 1	M	T	W	Th	F	Total 0	
	Week 2	M	T	W	Th	F	Total 0	
							Task Total 0	% 0%

8. Data Analysis Analyzing student data.	Week 1	M 3	T 2	W 1	Th	F	Total 6	
	Week 2	M	T 2	W	Th	F	Total 2	
							Task Total 8	% 10%

9. Meetings Attending meetings in my school, district or region regarding reading issues.	Week 1	M 3	T 2	W 2	Th 3.5	F	Total 10.5	
	Week 2	M 2	T 2	W 3	Th 3	F 3.5	Total 13.5	
							Task Total 24	% 30%

10. Knowledge Building Building my knowledge of SBRR and/or assessment through personal study or professional development.	Week 1	M	T	W	Th	F 2	Total 2	
	Week 2	M	T	W	Th	F 2	Total 2	
							Task Total 4	% 5%

11. Other Please indicate: _____ _____	Week 1	M	T	W	Th	F	Total 0	
	Week 2	M	T	W	Th	F	Total 0	
							Task Total 0	% 0%

Grand Total ___80___ **hrs.**

12. Successes

Please indicate any successes that have occurred in the last week.

The speaker we brought in on March 12th to provide a professional development session on fluency was great. Recent progress monitoring data shows that this is still an area we need to improve upon, especially in second grade. I was able to follow-up and model some of the fluency strategies presented at the PD that same week. I have had more requests for modeling, so that will continue next week as well.

13. Concerns

Please indicate any concerns that you have.

After the PD session, several teachers mentioned that although they enjoyed the session and learned a lot, they were concerned about how they would fit all the information into their already packed reading time. I plan to address this at grade-level meetings next week by discussing what teachers are currently doing related to fluency, reviewing the fluency data, and considering replacing some current practices with strategies presented that address the same objective. As teachers implement, we will examine the data closely to look for increases in student outcomes in the area of fluency.