Example District Individualized Coaching Service Delivery Plan

Coordinator: Bruce Wayne   **District:** Gotham Public Schools   **Date Created:** Jan 5, 2020

Area of Focus: District Implementation Infrastructure (MTSS)

Baseline Data: What does data indicate are areas for improvement in order to keep implementation moving forward?

- DCA Total Score= 52%
    - Organizational Leadership= 67%
    - Data System for Decision Making= 40%
    - Competency= 29%
- Installation Checklist Items: Our team has completed 73% of installation checklists 1-12, with 5% in progress and 22% not started. Items not completed include development and use of a communication survey, as well as communication about and use of the district alignment and review processes.
- Observations: Our team operating procedures need strengthening, including adhering to norms and consistently following up on action items. Informal feedback from school team's is that additional communication is needed to all staff about the work that is occurring at the district level and how the DIT is supporting schools.

SMART Goal(s): What is the goal for improved implementation as a result of coaching support? Frame the goal around the concepts/skills from the coaching service delivery plan for the area of focus and identify effectiveness measures (e.g., DCA items, observation, product reviews, survey results).

- **DIT Development:** By August 2020, the DIT will demonstrate strong team operating procedures as measured by a score of 2 on item 4 of the DCA. This score will be consistent with coach observation.
- **Communication Protocol Development and Use:** By August 2020, the DIT will consistently use established communication protocols and communication will be effective as measured by a score of 2 on item 10 of the DCA and at least 80% or more of staff rating agree on the communication survey. This score will be consistent with coach observation.

Supports and Preparation: Outline strategies and support needed to develop the team's knowledge, skills and abilities. Outline detailed steps for how coaching support will be provided for each concept.

Coaching Concept	Coaching Supports (Method of Support: Fluency Building [e.g., teaching, modeling, co-facilitation], Feedback [e.g., observation, product reviews], Adaptation, Prompting)	Preparation Required
1. DIT Development	o Review installation checklist items with team monthly o Review/monitor action plan to ensure that assigned tasks are understood by all at end of each meeting o Add as a standing agenda item to monthly DIT agendas "Review Previous Action Items" by February o Send out a reminder to team prior to each meeting to prompt members to check on status and update their assigned action plan items o Observe and provide feedback on teams use of operating procedures and adherence to norms	o Add standing agenda item to Agenda Template "Review Previous Action Items' o Allocate time to send pre-meeting reminders o Review DIT Operating Procedures document
2. Communication Protocol Development and Use	o Conduct a product review of existing communication protocols and develop recommendations for updates by February DIT meeting o Share feedback with DIT and determine next steps for updating protocols at February DIT meeting o Work with DIT to update communication protocols by March o Prompt and observe use of communication protocols during DIT meetings o Facilitate the development of a communication effectiveness survey by March o Prompt the administration of the communication survey prior to the end of the school year	o Review communication protocols and prepare feedback o Prepare to observe DIT meetings o Gather examples of communication surveys

Coaching Plan Adherence: Review and update your coaching plan monthly. Document the number of completed coaching supports out of the total to indicate plan progress. Review the progress toward your SMART objective. Are you on track to meet your SMART goal within the identified timeline? Are adjustments necessary? If yes, refine components of the plan.

Date	**Plan Progress** (Completed Supports/Total)	**Are coaching supports on track?**
2.12.20	Concept 1 (DIT Development): 4/5 coaching supports met. At the last meeting action plan items and installation checklists were updated and reviewed. Concept 2 (Communication): 2/6 coaching supports met. Product review of protocols and feedback provided to team.	Concept 1: We are on track to meet the goal by August. Concept 2: We are on track to meet the goal by August.
3.20.20	Concept 1 (DIT Development): 4/5 coaching supports met. At the last two meetings, action items and installation checklists were updated and reviewed. Concept 2 (Communication): 3/6 coaching supports met. The team has updated communication protocols, but they have not been used. The communication survey has not been developed.	Concept 1: We are on track to meet the goal by August. Concept 2: We are off track to meet the goal by August. Coaching support needs to focus on use of protocols and development of survey.