Coach: _____ Date: __ __ / __ __ / __ __ Time: ___:___ - ___:___ Observer Initials: __ __ __
Location: _____ Staff ID: _ _ - _ _ _ - _ _ _ _ Staff ID: _ _ - _ _ _ - _ _ _ _ Staff ID: _ _ - _ _ _ - _ _ _ _

Coaching

	Domain	Features	Notes	3	2	1	0
Process **Select those domains most relevant to the coaching session you are assessing. Mark NA for domains not assessed.**							
1	Pre-observation	☐ Pre-observations conducted with school implementer prior to observation/action/modeling ☐ Pre-observations include when and where it will be worked on. ☐ Pre-observations include negotiation of what will be worked on and how it will be worked on and what resources/actions are needed.	*How do you prepare for coaching with the school implementer? What do you discuss?*	③	②	①	⓪
2	Observation	☐ Focus of observations predetermined with school implementer and coach. ☐ Coach facilitates reflection on observation that provides school implementer information about their fidelity of implementation, strengths observed, and plan for addressing problematic implementation.	*How do you plan on observations? What does an observation typically look like? What do you do after the observation?*	③	②	①	⓪
3	Post-observation	☐ Post-observations conducted with school implementer after action/observation/modeling ☐ Post-observations include reflection on coaching contact ☐ Post-observations include an action plan for next coaching contact	*How do you complete the coaching cycle with the school implementer(s)? What is discussed?*	③	②	①	⓪
Communication Strategies **Select those domains most relevant to the coaching session you are assessing. Mark NA for domains not assessed.**							
4	Open-Ended Questions	☐ During discussion (pre-observation or post-observation) asks open-ended questions	Key: 3: ~ > 60% of questions are open ended 2: ~ 31% - 59% of questions are open ended 1: < 30% of questions are open ended 0: 0 questions are open ended	③	②	①	⓪
5	Leveling Statements (if applicable)	☐ When school implementer disagrees or conflict arises, coach employs leveling statement ☐ Leveling statement includes: acknowledgement of claim as valid, assumption of partner's competence, and desire to compromise or negotiate ☐ Resolution to conflict is made prior to end of coaching contact	If not observed, ask: *Tell me about a time you disagreed with a school implementer? How you handle the conflict? What did you say? Was there a resolution? If yes, how did you come to the resolution?*	③	②	①	⓪

= Ask coach

Key: 3 (High): All features were observed
2 (Mid): Half or more features were observed
1 (Low): Less than half but at least 1 feature was observed
0 (Not Observed): No features were observed

	Domain	Features	Notes	3	2	1	0
6	Nonverbal Skills	☐ Focuses attention on speaker ☐ Uses nonverbal cues to show active listening (nodding, smiling, facial expressions) ☐ Focuses on content and returns to content if school implementer moves away from content ☐ Appropriately responds to school implementer's expression of feelings (as shown in tone, facial expression, posture)		③	②	①	⓪
7	Social Conventions	☐ Takes turn speaking ☐ Provides school implementer body space as evidenced by school implementer's body language (e.g., leaning in because coach is too far or distant, leaning away because coach is too close) ☐ Uses nonverbal encouragers (e.g., writing notes, touch, eye contact) to indicate that content of speaker's message is important ☐ Uses verbal encouragers (e.g., yeah, go on, really, I see, uh hu) to indicate that speaker's message is important		③	②	①	⓪
Evaluation & Progress Monitoring **Select those domains most relevant to the coaching session you are assessing. Mark NA for domains not assessed.**							
8	Documenting Coaching	☐ Tracks coaching contacts for week on coaching log ☐ Gathers data during observation/action Uses data to provide feedback and facilitate reflection	If not observed, ask: *Tell me about an example of data you have collected during observation/action? How do you use the data?*	③	②	①	⓪

= Ask coach

Key: 3 (High): All features were observed
2 (Mid): Half or more features were observed
1 (Low): Less than half but at least 1 feature was observed
0 (Not Observed): No features were observed