

# Sample Weekly Schedule for Site-Based Coach

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00		Analyze student data	Read literature on assessment practices		Review lesson plans from teachers; give feedback
9:00	Observe Teacher A			Weekly meeting with principal	
10:00	Plan Wednesday's PLC meeting	Model lesson for Teacher B	Prepare materials for PLC meeting	Observe Teacher D	
11:00		Observe Teacher C	Model lesson for Teacher A	Observe Teacher E	Facilitate 8 <sup>th</sup> grade team meeting
12:00	Debrief with Teacher A	Gather materials for ILT to use next week	Debrief with Teacher A	Facilitate cross-department meeting on integrating writing	Review work plans for teachers; document growth and collect evidence. Determine next steps.
1:00	Reflective writing time: Reflect on Teacher A and plan next conversation	Facilitate walkthrough observations with ILT	Reflective writing time: Reflect on Teacher A and plan next conversation	Participate in walkthrough observations with principal	
2:00	Read literature on teacher leadership		Facilitate ELA department PLC Meeting	Read literature on English Language Development practices	My PD: Coach's PLC meeting
3:00	Instructional Leadership Team (ILT) meeting	Debrief with Teacher B		Meet with Teacher D	
4:00		Meet with Teacher C	Write up notes and documentation from PLC meeting	Meet with Teacher E	
5:00		Reflective writing time: Reflect on Teachers B&C and plan next conversations		Reflective writing time: Reflect on Teachers D&E and plan next conversations	

Yellow: Coaching Observations and Conversations
Purple: Reflection and PD
Blue: Preparation  
Orange: Team participation/facilitation
Green: Collaboration