

## Coaching System Preparation Checklist

This document provides guidance to the District Coordinator in how to prepare to facilitate and coach their team during District Implementation Team Installation training sessions and monthly DIT meetings.

### Team Session

Prior to the team DIT Installation session, complete the items below prior to prepare to coach your team:

- Send communication to DIT prior to training session with reminder and directions for anything they need to do as a team member to prepare
- Consider strategies you might use to engage all team members in the discussion (e.g., shared google doc for brainstorming/processing information)
- Prepare to participate in Team Activity 1.1
  - This is an activating prior knowledge activity. Consider how you would like to capture this information from your team to possibly use in later conversations.
- Prepare to facilitate Team Activity 1.2
  - Review the 2-point criteria for DCA items 25-27
  - Practice providing an overview and rationales for a District Coaching System using either the School Leadership Team Coach or District Coordinator example. Identify key talking points and rationales specific to the development and use of CSDPs and coaching effectiveness data.
  - Determine next steps for developing the district coaching system for at least one role. Consider the following questions:
    - Which levels or type(s) of coaching need to be included in the coaching system for your district (e.g., systems, instructional, district, school)?
      - If you are new to MTSS, consider developing a process for selecting School Leadership Teams (SLT) Coaches
      - If coaches have already been selected, consider developing the coaching system to further define their role and ensure access to high-quality coaching
    - Who needs to be involved in developing the components for each coaching role included in your coaching system?
    - What are the timelines for drafting, finalizing, and using each part of the system to support coaches?
    - How might you use the resources provided to support next steps? Would it be helpful to draft a different example to share with your team?

- Prepare to facilitate Team Activity 2.1
  - This is a reflection activity. Consider how you would like to collect any thoughts or take aways that will be help your team during your upcoming meetings.
- Review the DIT Installation Resource List and determine if there are resources the team should access prior to the upcoming DIT meeting. Consider if it may be helpful to prompt the review of these resources at the end of the training session.

## DIT Meeting

Work with your district staff and your team to complete the items below:

- Work with the DIT to draft the district coaching system to share with executive leadership for final approval.
- Work with DIT to update DIT installation checklists and complete activities in your implementation plan during DIT meeting.

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