

Fundamentals of Literacy Coaching Professional Development Modules

Module 1, Facilitator Guide



It is **strongly recommended** that the sessions are completed in sequential order as content from later sessions builds on knowledge gained in earlier sessions.

Outline of Module 1:

Introductory Session and Session 1: Relationship Building and Collaboration

Session 2: Communication

Session 3: Establishing Expectations

Domain A

Knowledge of and ability to apply principles and practices that foster an inclusive and collaborative culture.

Standard 1: Identify and apply systems that foster an inclusive and collaborative culture (e.g., trust, confidentiality).

Standard 2: Identify and apply strategies that build effective teams.

Standard 3: Identify the strengths and needs of colleagues to engage in effective collaboration.

Standard 4: Identify and apply appropriate practices to communicate across lines of difference.

Standard 5: Determine and use appropriate strategies for facilitating dialogue that ensures equitable participation in small and large group settings.

Standard 6: Determine and apply strategies that promote collective responsibility for student and professional learning.

Standard 7: Establish coach-teacher partnership agreement.

Standard 8: Establish principal-coach partnership agreement.

Bridge to Practice Project: Develop a principal-coach partnership agreement.

Fundamentals of Literacy Coaching Professional Development

Module 1 - Introductory Session and Session 1: Relationship Building and Collaboration Facilitator Guide

Resources for Conducting the Session:

The Participant Guide – The Fundamentals of Literacy Coaching Professional Development Guide for the Introductory Session and Session 1 contains printable versions of all of the PowerPoint slides and participant handouts inserted after corresponding slides.

The Facilitator PowerPoint – Slides for the Introductory Session and Session 1 contain facilitator notes and links to videos.

Documents for Download – Although all of the resources may be downloaded, the documents below are highlighted for download because participants will need to write on them. If a facilitator wishes for participants to submit them, that could be done via email.

**The Participant Guide and the Facilitator PowerPoint contain all of the information needed to conduct the sessions.*

Focus for these Sessions:

Domain A
Knowledge of and ability to apply principles and practices that foster an inclusive and collaborative culture.
Standard 1: Identify and apply systems that foster an inclusive and collaborative culture (e.g., trust, confidentiality).
Standard 2: Identify and apply strategies that build effective teams.
Standard 3: Identify the strengths and needs of colleagues to engage in effective collaboration.

Gather Materials:

- The Fundamentals of Literacy Coaching Professional Development Guide for the Introductory Session and Session 1
- Slides for the Introductory Session and Session 1
- Sticky Notes
- Highlighters
- Pens
- Chart Paper and Markers
- ADDIE Model Handout
- **Resource 1:** REL Pacific Improving Teacher Performance Through Instructional Coaching Infographic
- **Resource 2:** REL Southeast Considerations for Planning and Implementing Literacy Coaching Infographic
- **Resource 3:** Continuum of Coaching

Prepare:

- Review slides with notes for Introductory Session and Session 1.
- Read the Introductory and Session 1 section of the Fundamentals of Literacy Coaching Professional Development Guide.

Note: Handouts, self-study activities, and videos can be accessed directly from the table of contents in the Fundamentals of Literacy Coaching Professional Development Guide.

Introductory and Session 1 Resources Overview:

Introductory Session	
Slide Number	Resources
5	Handout 1: Definition of a Literacy Coach
6	Handout 2: Literature Review for the Literacy Coach Domains and Standards
Session 1	
38	Video 1: Being Visible in the School Building (6:49)
44	Handout 1: How to Build Trust with Teachers: 5 Easy Steps for Instructional Coaches
45	Video 2: 5 Key Roles of an Instructional Coach (3:34)
46	Handout 2: Literacy Coaching Advice: Cultivating Healthy Working Relationships with Teachers
46	Self-Study 1: Steps to Building a Teacher-Coach Partnership
46	Video 3: Literacy Coaching Interview
46	Self-Study 2: Video Viewing Guide for Reflective Coaching Conversation

Fundamentals of Literacy Coaching Professional Development

Module 1 - Session 2: Communication

Facilitator Guide

Resources for Conducting the Session:

The Participant Guide – The Fundamentals of Literacy Coaching Professional Development Guide for Session 2 contains printable versions of all of the PowerPoint slides and participant handouts inserted after corresponding slides.

The Facilitator PowerPoint – Slides for Session 2 contain facilitator notes and links to videos.

Documents for Download – Although all of the resources may be downloaded, the documents below are highlighted for download because participants will need to write on them. If a facilitator wishes for participants to submit them, that could be done via email.

**The Participant Guide and the Facilitator PowerPoint contain all of the information needed to conduct the sessions.*

Focus for this Session:

Domain A

Knowledge of and ability to apply principles and practices that foster an inclusive and collaborative culture.

Standard 4: Identify and apply appropriate practices to communicate across lines of difference.

Standard 5: Determine and use appropriate strategies for facilitating dialogue that ensures equitable participation in small and large group settings.

Standard 6: Determine and apply strategies that promote collective responsibility for student and professional learning.

Gather Materials:

- The Fundamentals of Literacy Coaching Professional Development Guide for Session 2
- Slides for Session 2
- Sticky Notes
- Highlighters
- Pens
- Chart Paper and Markers

Prepare:

- Review slides with notes for Session 2.
- Read the Session 2 section of the Fundamentals of Literacy Coaching Professional Development Guide.

Note: Handouts, self-study activities, and videos can be accessed directly from the table of contents in the Fundamentals of Literacy Coaching Professional Development Guide.

Session 2 Resources Overview:

Session 2	
Slide Number	Resources
22	Handout 1: How Varying Perspectives Influence Discourse: A Scenario
27	Handout 2: A Coaching Conversation Vignette
28	Handout 3: Video Viewing Guide for Coaching Conversation (Grade 2)
28	Video 1: Coaching Conversation – Reflecting on a Lesson (Grade 2) (2:25)
29	Handout 4: Scenarios for Coaching Conversation to Role-Play
33	Video 2: Small Group Data Discussion and Planning (0:39)
36	Handout 5: Coaching in Context: The Role of Relationships in the Work of Three Literacy Coaches
36	Self-Study 1: Reflections on Session 2 and Communication
36	Self-Study 1: Reflections on Session 2 and Communication
36	Video 3: Coaching Conversations with Diana Beabout (3:56)
36	Video 4: Observations and Feedback (3:20)

Fundamentals of Literacy Coaching Professional Development

Module 1 - Session 3: Establishing Expectations

Facilitator Guide

Resources for Conducting the Session:

The Participant Guide – The Fundamentals of Literacy Coaching Professional Development Guide for Session 3 contains printable versions of all of the PowerPoint slides and participant handouts inserted after corresponding slides.

The Facilitator PowerPoint – Slides for Session 3 contain facilitator notes and links to videos.

Documents for Download – Although all of the resources may be downloaded, the documents below are highlighted for download because participants will need to write on them. If a facilitator wishes for participants to submit them, that could be done via email.

**The Participant Guide and the Facilitator PowerPoint contain all of the information needed to conduct the sessions.*

Focus for this Session:

Domain A
Knowledge of and ability to apply principles and practices that foster an inclusive and collaborative culture.
Standard 6: Determine and apply strategies that promote collective responsibility for student and professional learning.
Standard 7: Establish coach-teacher partnership agreement.
Standard 8: Establish principal-coach partnership agreement.

Gather Materials:

- The Fundamentals of Literacy Coaching Professional Development Guide for Session 3
- Slides for Session 3
- Sticky Notes
- Highlighters
- Pens
- Chart Paper and Markers

Prepare:

- Review slides with notes for Session 3.
- Read the Session 3 section of the Fundamentals of Literacy Coaching Professional Development Guide.

Note: Handouts, self-study activities, and videos can be accessed directly from the table of contents in the Fundamentals of Literacy Coaching Professional Development Guide.

Session 3 Resources Overview:

Session 3	
Slide Number	Resources
11	Handout 1: Video Viewing Guide for Video 1: PLCs at Work Analyzing Data
11	Video 1: PLCs at Work Analyzing Data (9:25)
13	Video 2: The Lesson Study Process (14:32)
14	Handout 2: Coaches' Multiple Roles Support Teaching and Learning
15	Handout 3: Weekly Lesson Planning Template
16	Handout 4: Overview of Coach Roles
17	Handout 5: Time Allocation for Coaches
18	Handout 6: Sample Partnership Agreement Between Instructional Coach and Teacher
19	Handout 7: Creating an Administrator-Coach Partnership
19	Handout 8: Principal-Coach Partnership Agreement Template
19	Handout 9: Principal-Coach Partnership Agreement Rubric
20	Handout 10: Making the Most of the Teacher-Coach Relationship
20	Self-Study 1: Teacher-Coach Partnership Agreement
20	Video 3: Why Principals Must Support Coaches (3:15)
20	Self-Study 2: Video Viewing Guide for Video 3: Why Principals Must Support Coaches