

Fundamentals of Literacy Coaching Professional Development Modules

Module 3, Facilitator Guide



Outline of Module 3:

Session 7: Data: Planning and Collecting

Session 8: Analyzing and Interpreting Data

Session 9: Developing and Implementing a Professional Learning Action Plan and Evaluating School, Teacher, and Student Outcomes

Domain C

Ability to effectively collect and use data on instructional practices to inform and implement professional learning opportunities.

Standard 1: Determine appropriate area of focus based on observational data aligned to goals (e.g., school goals, coaching goals, learning goals, teacher goals).

Standard 2: Identify and apply appropriate student progress monitoring records and assist with data analysis after students are assessed.

Standard 3: Evaluate data in addressing specific goals.

Standard 4: Identify and apply appropriate data collection methods that assist colleagues in developing action plans.

Standard 5: Identify and apply appropriate data collection methods that measure the effectiveness of professional learning.

Standard 6: Observe classroom instruction and active student engagement to collect data that informs the analysis of teaching and learning.

Standard 7: Identify and interpret data to identify trends and patterns.

Standard 8: Collaborate with administration, instructional leaders, and teachers to develop a professional learning action plan that is informed by data analysis.

Standard 9: Facilitate the implementation of an action plan based on data analysis.

Standard 10: Analyze and evaluate school, teacher, and student outcomes to determine follow-up actions.

Bridge to Practice Project: Develop and describe planned implementation of a professional learning action plan.

Fundamentals of Literacy Coaching Professional Development

Module 3 - Session 7:

Data: Planning and Collecting

Facilitator Guide

Resources for Conducting the Session:

The Participant Guide – The Fundamentals of Literacy Coaching Professional Development Guide for Session 7 contains printable versions of all of the PowerPoint slides and participant handouts inserted after corresponding slides.

The Facilitator PowerPoint – Slides for Session 7 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 C

Ability to effectively collect and use data on instructional practices to inform and implement professional learning opportunities.

Standard 1: Determine appropriate area of focus based on observational data aligned to goals (e.g., school goals, coaching goals, learning goals, teacher goals).

Standard 2: Identify and apply appropriate student progress monitoring records and assist with data analysis after students are assessed.

Standard 4: Identify and apply appropriate data collection methods that assist colleagues in developing action plans.

Standard 5: Identify and apply appropriate data collection methods that measure the effectiveness of professional learning.

Standard 6: Observe classroom instruction and active student engagement to collect data that informs the analysis of teaching and learning.

Gather Materials:

- The Fundamentals of Literacy Coaching Professional Development Guide for Session 7.
- Slides for Session 7.
- Sticky Notes
- Highlighters
- Pens
- Chart Paper and Markers

Prepare:

- Review slides with notes for Session 7.

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.

- Read the Session 7 section of the Fundamentals of Literacy Coaching Professional Development Guide.

Session 7 Resources Overview:

Session 7	
Slide Number	Resources
17	Handout 1: Data that May be Collected During Classroom Observations
19	Video 1: Second Grade Vocabulary Lesson (4:14)
20	Handout 2: Second Grade Walkthrough
23	Handout 3A: Second Grade Walkthrough for Ms. Jones Handout 3B: Professional Development Needs Assessment Survey-Ms. Jones Handout 3C: Ms. Jones Class Progress Monitoring
23	Handout 4A: Second Grade Walkthrough for Ms. Miller Handout 4B: Professional Development Needs Assessment Survey-Ms. Miller Handout 4C: Ms. Miller Class Progress Monitoring
24	Handout 5: Coaching Action Plan
38	Handout 6: Existing Data Sources
39	Handout 7: Aligning Evaluation Questions with Data Sources
39	Handout 8: Identifying or Developing Instruments for New Data Collection
39	Handout 9: Data Collection Calendar
43	Self-Study 1: Reflections on Session 7
43	Self-Study 2: Webinar Reflection Guide
43	Video 2: Evaluating Professional Learning: Introduction to a Tool for Schools and Districts (webinar 1:08:04)

Fundamentals of Literacy Coaching Professional Development

Module 3 - Session 8: Analyzing and Interpreting Data

Facilitator Guide

Resources for Conducting the Session:

The Participant Guide – The Fundamentals of Literacy Coaching Professional Development Guide for Session 8 contains printable versions of all of the PowerPoint slides and participant handouts inserted after corresponding slides.

The Facilitator PowerPoint – Slides for Session 8 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 C
Ability to effectively collect and use data on instructional practices to inform and implement professional learning opportunities.
Standard 2: Identify and apply appropriate student progress monitoring records and assist with data analysis after students are assessed.
Standard 3: Evaluate data in addressing specific goals.
Standard 7: Identify and interpret data to identify trends and patterns.

Gather Materials:

- The Fundamentals of Literacy Coaching Professional Development Guide for Session 8.
- Slides for Session 8.
- Sticky Notes
- Highlighters
- Pens
- Chart Paper and Markers

Prepare:

- Review slides with notes for Session 8.

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.

- Read the Session 8 section of the Fundamentals of Literacy Coaching Professional Development Guide.

Session 8 Resources Overview:

Session 8	
Slide Number	Resources
12	Video 1: Data Analysis and Interpretation (2:30)
13	Handout 1: Coaches Help Mine the Data
24	Handout 2: Assessment Terms Used in Reading
26	Handout 3: First Grade Class Status Report
30	Handout 4: Video Viewing Guide for What Do You See in These Data?
30	Video 2: What Do You See in These Data? (6:30)
31	Handout 5: Atlas: Looking at Data
31	Handout 6: Literacy Leadership or Grade-Level Team Meeting: Data Review Suggested Protocol
32	Handout 7: Sunshine Middle School - (Fictitious) Narrative
32	Handout 8: Demographic and State Assessment Data for 7th and 8th Grade at Sunshine Middle School
32	Handout 9: Assessment Period (AP) 1-2 Fictional Progress Monitoring Data for Sunshine Middle School
32	Handout 10: Instructions for Activity 3
33	Handout 11: Data-Driven Decision Making in Educational Agencies Infographic
33	Self-Study 1: Reflections on Session 8 – Analyzing and Interpreting Data
33	Video 3: Grade-Level Data Meeting with Third Grade Teachers (4:24)
33	Self-Study 2: Video Viewing Guide for Grade-Level Data Meeting with Third Grade Teachers

Fundamentals of Literacy Coaching Professional Development

Module 3 - Session 9: Developing and Implementing a Professional Learning Action Plan and Evaluating School, Teacher, and Student Outcomes

Facilitator Guide

Resources for Conducting the Session:

The Participant Guide – The Fundamentals of Literacy Coaching Professional Development Guide for Session 9 contains printable versions of all of the PowerPoint slides and participant handouts inserted after corresponding slides.

The Facilitator PowerPoint – Slides for Session 9 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 C
Ability to effectively collect and use data on instructional practices to inform and implement professional learning opportunities.
Standard 8: Collaborate with administration, instructional leaders, and teachers to develop a professional learning action plan that is informed by data analysis.
Standard 9: Facilitate the implementation of an action plan based on data analysis.
Standard 10: Analyze and evaluate school, teacher, and student outcomes to determine follow-up actions.

Gather Materials:

- The Fundamentals of Literacy Coaching Professional Development Guide for Session 9.
- Slides for Session 9.
- Sticky Notes
- Highlighters
- Pens
- Chart Paper and Markers

Prepare:

- Review slides with notes for Session 9.

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.

- Read the Session 9 section of the Fundamentals of Literacy Coaching Professional Development Guide.

Session 9 Resources Overview:

Session 9	
Slide Number	Resources
14	Handout 1: Steps for Developing Professional Learning Plans
14	Handout 2: Core Elements of a Professional Learning Plan (PLP)
15	Handout 3: Data Review Protocol
15	Handout 4: Sunshine Middle School Data
15	Handout 5: Assessment Periods (AP) 1-2 Fictional Data for Sunshine Middle School
15	Handout 6: Sunshine Middle School - (Fictitious) Narrative
18	Handout 7: Pages from Improving Adolescent Literacy Practice Guide
26	Handout 8: Logic Model Example
26	Handout 9: Logic Model Template 1
26	Handout 10: Logic Model Template 2
27	Handout 11: Professional Learning Action Plan Example
27	Handout 12: Professional Learning Action Plan Template
34	Handout 13: Practice Profile for Coaching
44	Handout 14: Instructions for Module 3 Bridge to Practice Project
44	Handout 15: Final Professional Learning Action Plan Rubric
45	Handout 16: The Tuning Protocol: A Framework for Personalized Professional Development
45	Self-Study 1: Reflections on Session 9
45	Video 1: What Is an Innovation Configuration Map (4:18)
45	Video 2: Example of an Innovation Configuration Map (4:28)