

Fort Bend ISD Coach Champion Partnership Agreement Protocol

STEP	ROLES and RESPONSIBILITIES/ CLIENTS and SUPPORT for SUCCESS
Framing the Roles- Documents to Share	Share the following documents: <ul style="list-style-type: none"> • Instructional Coach Mission • Coach Roles (Tool 16.1)
Questions	<ul style="list-style-type: none"> • How will we best support each other in achieving the school's goal for student success? What support do we need from one another? • How do you envision me as a resource for coaches? A resource for the administrator? • Establish clarity of clients and coach champion support model.
STEP	BOUNDARIES, COMMUNICATION and CONFIDENTIALITY
Venues for communication/ Types of Communication	<ul style="list-style-type: none"> • Instructional Coach Newsletter- share example • Agreement of Confidentiality • Monthly data snapshot and quarterly reflection (November, February and May)
Questions	<ul style="list-style-type: none"> • What boundaries of the work should we respect? (both parties) • How often should we meet to discuss how we plan our work to serve teachers and contribute to school goals for student achievement? • How do you want me to communicate with you about the work I am doing? What is the best method? • What expectations do you have for our interaction when I visit the campus? • What are the best times for us to meet to ensure we have adequate time to complete our conversations? Who will be involved? • How are coaches maintaining trust with teachers while keeping you informed of their work? • How are you messaging campus expectations to teachers? How do you expect the coaches to support the message? • How will we handle difficult conversations surrounding our work together? (Opportunity to share how each of us receive feedback)
STEP	EXPECTED RESULTS

Share Goals	Share the following: <ul style="list-style-type: none"> • Program Goal, coaching goals, campus improvement goals and campus instructional expectations
Questions	<ul style="list-style-type: none"> • What are the school's improvement goals? What does your "Instructional Playbook" include? • What results do you expect over the year, two years, and three years? • What are the highest priorities of our work? • How will we measure the effectiveness of our work together? • How will we collect data from the teachers about what is working and what needs revision related to coaching?
STEP	TIMELINES and PROCESSES
Share	<ul style="list-style-type: none"> • Coaches time use data tool • Instructional Coach Learning Plan
Questions	<ul style="list-style-type: none"> • What are the short- and long- term timelines for our work? • What support do coaches need to be purposeful and intentional with their schedules? • What evidence will we need to collect to assess impact on our learning?
STEP	NEXT STEPS and FOLLOW UP
Email follow-up	<ul style="list-style-type: none"> • Follow-up within 1-2 business days with email of agreements made. • Continue to adhere to agreements and revisit them as needed throughout the year.
Adapted from: Killion, J. & Harrison, C. (2017). Taking the lead. Oxford, OH: Learning Forward	