

SYSTEM COACHING SERVICE DELIVERY PLAN TEMPLATE

Background

The Coaching Service Delivery Plan (CSDP) is a proactive approach to purposeful and supportive coaching. It specifies the coaching elements that will promote quality service delivery and serve as the basis for continuous MTSS improvement. The CSDP details the responsibilities within a continuum of coaching supports and is adjusted over time - always with the goal of aligned systems and improved services and outcomes for all.

When developing the coaching service delivery plan, consider the following:

1. **DATA TO SUPPORT THE NEED:** What data points led us to decide upon the given focus areas, such as qualitative and quantitative data that informs or requires the further action addressed in the plan?
2. **FOCUS AREAS:** What are the concepts, skills, or areas to be coached? What is the goal for improved implementation as a result of coaching support? Frame the goal(s) around the focus areas and identify effectiveness measures (e.g., DCA items, observation, product reviews, survey results).
3. **DESCRIPTION OF SYSTEMS & SUPPORT STRUCTURE FOR COACHING:** What supports are required at each level of the coaching infrastructure within the division?
4. **COACHING PROCESS:** What coaching process or processes (e.g., direct observation, documentation/data review, modeling, co-facilitating, coaching conversations, fading process, consultation) will be used? Outline strategies and support needed to develop the team's knowledge, skills and abilities. How will coaching support be provided for the Focus Area(s) selected?
5. **FREQUENCY:** How often will the coaching processes be used? How will the frequency be adjusted as practitioners or instructional staff gain experience and grow in their skill competency?
6. **FEEDBACK & COMMUNICATION PLANS:** How will bidirectional feedback take place between the levels? What - if any - documentation will be provided for feedback? Is there a specific form the team has committed to? What is the timeline for providing feedback?
7. **PLAN FOR MONITORING ADHERENCE:** Review, document, and update your coaching plan at a minimum two times per year. Review the progress toward your SMART objective. Are you on track to meet your SMART goal within the identified timeline? Are adjustments necessary? If yes, refine components of the plan in the documentation.

Coaching Service Delivery Plan for Division-Wide MTSS

Division Name			
Date Initiated			
Gradual Release Model	<input type="checkbox"/> CSDP completed by State coaches	<input type="checkbox"/> CSDP completed in collaboration with State coaches	<input type="checkbox"/> CSDP completed by Division coach with support from State coaches
Data to Support the Need			
Focus Areas/Goal(s) Select a maximum of 3	<div style="list-style-type: none; padding-left: 0;"> <input type="checkbox"/> Leadership/Teaming (1A, 1B) <input type="checkbox"/> Stakeholder Engagement (4A, 4B) <input type="checkbox"/> Organizational Alignment (1C, 1D, 1E, 1F, 5A) <input type="checkbox"/> Data Systems and Decision-making Processes (2A, 2B, 2C) <input type="checkbox"/> Coaching (1H) <input type="checkbox"/> Professional Learning (1G, 3E) <input type="checkbox"/> Continuum of Evidence-based Tiered Supports/Practices (3A, 3B, 3C, 3D) <input type="checkbox"/> Evaluation of Process (6A, 6B) <input type="checkbox"/> Universal Screening (5B, 5C) <input type="checkbox"/> Progress Monitoring (3D, 5D, 5E) <input type="checkbox"/> Advanced Tiers (3B, 5E) </div> <p>SMART GOAL(S):</p> <ol style="list-style-type: none"> 1. 2. 3. 		

Description of Systems & Support Structure for Coaching	Division Leadership Team District Coordinators/Coaches School Building Coaches	
Coaching Process	<u>Division Coaches (State to Division)</u>	<u>Building Coaches (Division to Site)</u>
Frequency of Coaching Support	<u>Division Coaches</u>	<u>Building Coaches</u>
Feedback & Communication Plans	<u>Division to Building</u>	<u>Building to Division</u>
Plan for Monitoring Adherence	<u>Mid-Year Review (January):</u> <u>End-Year Review (May/June):</u>	