

# Observation by Coach Cycle: Protocol

## In-Person or Virtual Instruction

### Materials Needed (Teacher & Coach)

- [Teaching Practice Framework](#) (Teacher's most recent reflection) - Phase I
- [Teaching Practice Framework CSTP Connections](#) - Phase I
- [Observation by Coach Tool](#) - Phase I, II & III
- [Observation by Coach Tool Sample](#) - Phase I, II & III

### Materials Needed (Coach ONLY)

- [Observation by Coach Cycle Conversation Guide](#) - Phase I
- [Reflective Conversation](#) - Phase III

## »» Phase I: PLANNING CONVERSATION

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In preparation for this observation cycle, the induction coach and participating teacher will meet to discuss what the participating teacher would like the induction coach to observe and collect data on, along with discussing the reasoning for this focus area. This observation focus will be driven by the teacher's most recent reflection on the **Teaching Practice Framework**. The induction coach will use the entire [Observation by Coach Cycle: Conversation Guide](#) to facilitate this conversation with the participating teacher, and **the participating teacher will record responses to the pre-observation questions regarding their focus area at the top of the [Observation by Coach Tool](#).**

## »» Phase II: OBSERVATION/DATA COLLECTION

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During the observation, the **induction coach will capture SPECIFIC and OBJECTIVE data** (i.e., teacher's/students' words and actions, quotes, qualitative and quantitative data) based on the teacher's focus area as well as general teaching practice.

- The induction coach will record this data under the "Conducting Coach Observation" section of the *Observation by Coach Tool*. See [Observation by Coach Tool Sample](#) for an example of the type of specific and objective data the coach should be recording. *(Coaching Toolbox p. 21)*

## »» Phase III: POST-OBSERVATION DEBRIEF/REFLECTION

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**Step 1 (Preparation):** Following the observation, the **induction coach** will review the qualitative and quantitative data they collected and identify trends related to the teacher's focus area and general teaching practice.

- Under the "Coach Preparation for Observation Debrief" section of the *Observation by Coach Tool*, the induction coach will record the strengths they observed in their teacher's instructional setting using specific and objective data from the observation.

**Step 2 (Reflective Conversation):** The **induction coach** will facilitate the post-observation debrief by engaging the participating teacher in a [Reflective Conversation](#).

**Step 3 (Share Data):** The **induction coach** will share the observation data they collected, including the strengths they identified in "Coach Preparation for Observation Debrief". The Induction coach

and participating teacher will continue their debrief conversation discussing any new insights or considerations for future practice.

- After the debrief conversation is completed, the coach will give the *Observation by Coach Tool* to the teacher for completion of the final section.

**Step 4 (Teacher's Written Key Insights Reflection):** Following the debrief, the **participating teacher** will respond to the post-observation reflective questions on the *Observation by Coach Tool*.

**Step 5 (Teacher Uploads to Digital Account):** The **participating teacher** will upload the completed *Observation by Coach Tool* to their Digital account by or before the due date.