

Guide to Monthly Coaching Log Categories

Category	Definition	Examples
PREP	Work done to prepare for contact with a teacher; teacher is NOT present	<ul style="list-style-type: none"> • Research strategies/materials specific to each teacher • Gather, organize, or print materials • Work on schedules or forms • Make copies of materials • Review observations/transcribe observation notes • Determine next steps • Review webinars for possible viewing or use with teachers • Review model teaching videos • Prepare for embedded professional development
CONF	Pre- and post-observation conferences	<ul style="list-style-type: none"> • Conferencing with teacher prior to an observation to establish purposes for observation (pre-conference) • Conferencing with teacher following an observation to discuss what was observed (post-conference)
OBS	Observing assigned teachers at work or observing other teachers along with assigned teacher	<ul style="list-style-type: none"> • Classroom observations, including resource and co-taught classes • Observations of targeted individual students in a teacher's classroom • Observation of teacher in IEP meeting • Observation of teacher in parent conference • Observation of other peer teachers with assigned teacher
COLLAB	Working together with assigned teacher and optional others	<ul style="list-style-type: none"> • Listening to teacher • Discussing ways to handle specific issues or situations • Assisting with preparation of class materials • Determining coach/teacher contact schedule • Meeting together with co-teachers • Discussing articles or videos together • Planning lessons • Working on professional growth plan • Working on action research • Discussing progress or administrator's observations/comments • Developing IEPs and/or transition plans • Working on other job-related duties or responsibilities • Working with teacher and university partner
PD	Embedded professional development facilitated by the IC for the SET	<ul style="list-style-type: none"> • Viewing and discussing webinars, videos, articles • Providing training on strategies • Providing knowledge and developing skills related to action research • Attending workshops with SET