

Coaching Action Plan

The Coaching Action Plan is designed to align coaching priorities with Tier 1 instructional goals and implementation plans. It serves as a shared roadmap for coaches and teachers to identify implementation focus areas, outline evidence-based actions, monitor progress, and ensure that coaching cycles support Tier 1 instruction and student outcomes.

Grade-Level Implementation Plan Details

Directions: Record the agreed-upon instructional plan details below, including key strategies, required materials, and what data will be collected to monitor progress.

1. What is the Tier 1 literacy goal?
2. What instructional strategies and/or routines will be used to effectively teach the targeted skills?
3. What are the critical components of the strategy/routine? Perform a task analysis.
4. What teacher materials will be used to implement the strategy/routine with fidelity?
5. What student materials will be used?
6. What data will be used to measure implementation and monitor student progress?

Coaching and Support Plan

Directions: To support educators in implementing practices effectively, identify the instructional supports needed, determine how they will be delivered, and outline next steps for collaboration. Document the details of the coaching and support plan below.

Instructional Support(s)

- What instructional support is needed?
- When will it happen?
- How will it happen?
- What are the next steps?

Professional Learning

- What professional learning is needed?
- When will it happen?
- How will it happen?
- What are the next steps?

Materials and Resources

- What materials and/or resources need to be shared?
- When will it happen?
- How will it happen?
- What are the next steps?

Communication and Next Steps

- What information needs to be communicated?
- When will it happen?
- Who is responsible for making it happen?
- What are the next steps?

Coaching Log

Maintaining an organized coaching log supports clarity, continuity, and accountability by capturing the progressing of coaching work over time. It also serves as a valuable reference for monitoring implementation, reflecting on impact, aligning support to instructional goals, and informing future coaching decisions.

Directions: Use Table 1 to organize, track, and document instructional coaching activities, including planning, implementation, follow-up actions, and relevant notes.

Table 1. Add coaching support details below.

Date	Coaching Action/Activity	Notes and Next Steps

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