

## Sample Coaching Match Memo

Hi Andrea,

We are excited to share more information about the coaching supports that may be right for you! The information in this memo is designed to help you and your coach make good decisions about the format and intensity of coaching that will help you reach your goals. You can reach out to your coach at any time to get more information.

TEACHING PYRAMID OBSERVATION TOOL



Your coach recently completed a **Teaching Pyramid Observation Tool (TPOT)** observation in your classroom. This tool gives you and your coach information about practices that support preschoolers' social-emotional development. Based on the TPOT observation of your classroom,

- Your strengths are your supportive interactions with children and your schedules and routines.
- You might be interested in learning more about teaching friendship skills or responding to individual children's behavior.



You also recently completed a **brief survey** about your beliefs, job experiences, and preferences for coaching. Based on your responses to the survey, you may be looking for additional support around children's behavior or a specific set of teaching practices. You also indicated that you'd be most interested in small group coaching.



Based on all this information and experiences of teachers who responded in similar ways, **small group coaching** may be a good initial fit for you. We'll also work with you and your coach in the future to make any adjustments after you've had a chance to experience the iTCM model.

The small group format coaching means that twice a month your coach will meet with you and a small group of teachers via Zoom video conferencing. During the group sessions you will work together to identify goals and plan for using Pyramid Model practices in your classroom and have discussion about your practice.

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SAMPLE language where teacher's request **doesn't** match recommended assignment

Hi Corbin,

We are excited to share more information about the coaching supports that may be right for you! The information in this memo is designed to help you and your coach make good decisions about the format and intensity of coaching that will help you reach your goals. You can reach out to your coach at any time to get more information.

Your coach recently completed a **Teaching Pyramid Observation Tool (TPOT)** observation in your classroom. This tool gives you and your coach information about practices that support preschoolers' social-emotional development.

Based on the TPOT observation of your classroom:

- Your strengths are supporting children's transitions
- You might be interested in learning more about promoting engagement throughout the day

You also recently completed a **brief survey** about your beliefs, job experiences, and preferences for coaching. Based on your responses to the survey, you may not have been satisfied with professional development in the past. You also indicated that you'd be most interested in self-coaching.

Based on all this information and experiences of teachers who responded in similar ways, **individual coaching** may be a good initial fit for you. We know this is different from the format you were most interested in, so we encourage you to talk with your coach and make the decision that is right for you and your classroom. Sometimes teachers request a different coaching approach when they have a new child enter the room, there are staffing changes, or they are uncomfortable with a specific format. We'll also work with you and your coach in winter to make any adjustments after you've had a chance to experience the TCM model.

The individual coaching format means that once a week, a coach will visit your classroom to observe your use of Pyramid Model practices and provide live coaching. You and your coach will meet in person after each coaching session to debrief and reflect on goals and action steps. Your coach will also will send you an email summary of our coaching meetings each week.