



Coaching during “other duties as assigned”

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Link to slides: https://learningforward.org/wp-content/uploads/2021/12/Webinar_12-16-21.pdf

Contact info for the panelists:

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Resources from panelists:

From Sharron Helmke (Learning Forward Moderator)

- [Blog: How to coach while performing ‘other duties as assigned’](#)

From Carla Schmidt

- [QSSSA: More than Turn & Talk](#)
- [Creating a coaching cycle around technology using Nearpod](#)
- [Instructional coaching proposal](#)
- [Book: *The Coaching Habit: Say Less, Ask More & Change the Way You Lead Forever*](#)

From Kristine James

- [Tool: Creating an administrator - coach partnership](#)

Participants share ideas, tools, and resources that they’ve found helpful in managing their time, effort, and priorities:

- Being anal with my outlook calendar helps...I'm a visual person so when I see color blocked gaps in my week, I know I can fill that with personal learning.
- I email principals once a month just to say, “I’m subbing one day a week but here’s what work is happening.”
- Two-month large white board calendar.
- I created a yearlong outline of what will be happening month-by-month and shared that with my administrator.

- Two weeks ahead, I schedule time for the coaching things I want to do. I schedule learning, I schedule meeting with other teachers, etc, so then when principals look at my schedule, they don't book me then.
- Setting time to check in with other coaches in the school and/or division and prioritizing that time.
- We have a group text chat with all of our district coaches and send encouraging messages and funny memes to feel less alone.
- I use what I call an X-Y approach: "I can do X or I can do Y. Either will take time away from the other; which would you like me to do first?"
- Discussing with the TOSA team at my district.
- Using outlook calendar for the first time this year and this helps me keep track of it all and move things around so much easier than with my old paper calendar.
- A monthly reflection.
- I do a weekly check-in through a Google form with teachers to simply ask how they are doing, what supports they need from me, and anything else they want me to know. It helps to stay connected to teachers.
- With coaches, I try and remember the value of incremental improvement. Even the smallest steps forward have critical value.
- I keep a coaching log, making sure I get into the classroom with teaches once a week.
- I touch each email just once and I take the next steps right away, so I do not have to go back to e-mails later.
- Calendly has helped me with organizing my time.
- Having to-do lists.
- As the lead coach, I create documents or spreadsheets to keep us focused on the tasks.
- Created a "cohort" of coaches to connect and talk about best practices and needs across the county.
- Communicate with other coaches as much as possible. I am in a large school district and we are in a group text chat and we email each other frequently to help support one another.
- Teachers are feeling overwhelmed - offering to work with teachers in small bites helps.
- Every Tuesday I send out a SMORE called Take Care Tuesday. It has tips for educator self-care and ways that I can help them as an instructional coach. I also make personal visits to each classroom to make sure I am connecting with teachers.
- I have started blocking off time on the calendar for my own learning, organization, etc., in hopes that I can protect that time.
- I plan lessons for the months ahead to work smarter not harder.
- Sometimes I have to "go with the go-ers" and not beat myself up when some teachers ghost.
- We've used Google Classroom as a space to share ideas and resources, which has been helpful.
- Learning how to prioritize... What's important? What's time sensitive? What has the most impact?



- We have started midweek mindfulness with staff for 15 minutes.
- I send out a weekly self-care email. Teachers signed up to be on the "mailing list."
- I have found reaching out to other colleagues that share similar roles helps to keep me grounded in the work. I also joined other teams through our Education Service District/OSPI that support my personal growth and are a great sounding boards.

Learning Forward resources:

- [Learn how we can help you establish a clear strategy for recovery and reinvention planning](#)
- [Submit a proposal to present at the 2022 Annual Conference.](#)
- [Use the *Professional Learning State and District Planner*](#)
- [Read articles from our latest magazine issue: Leadership under stress](#)
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