



# 10 Tips

Every Instructional Coach  
Must Use To Be an  
Effective Coach

== **MELANIE MATTHEWS** ==  
**LITERACY AT WORK**

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Literacy at Work focuses on improving teaching and learning so that all students will have the best chance at succeeding academically. We've taken practices that we know work and paired them with research-based practices and designed coaching, consulting, and workshops around them.

Our work has helped educators overcome self-doubt when deciding on appropriate instructional strategies to use, gain greater confidence when executing these strategies, improve their planning and even gain greater student engagement.

We would be very happy to work with you and your staff to improve teaching and learning. Contact us today to get started.



**Melanie Matthews**  
**CEO & Senior Consultant**



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## Tips

# Every Instructional Coach Must Use To Be an Effective Coach

1.

### **Build Strong Relationships with Teachers**

Teachers must know that you are there to support and assist them with instruction in every way you can. This takes time but it makes coaching effective.

2.

### **Make (and keep) A Schedule**

Prepare your schedule for a full week. Be sure you have the teachers prep and specials schedule to plan more efficiently.

3.

### **Follow a Process**

Meet. Observe. Debrief. Following and sticking to a process ensures greater success with coaching and helps build stronger teacher relationships.

4.

### **Honor Time**

If you tell teachers that you will meet with them for 15 minutes, do just that. This is being respectful towards the teacher and builds trust with them.

5.

### **Provide Focused Observations**

Never observe without having a purpose. This helps you to hone in on certain aspects of instruction and provides a structure for debriefing with the teacher.

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### **Stay Organized**

Use a system that will help you keep track of what teachers you see, when you see them, why you saw them, next steps and resources provided.

7.

### **Provide Relevant Resources**

Resources provided to teachers should always be relevant, timely, and based on a coaching conversation or classroom observation.

8.

### **Coaching and Consulting**

When you mediate thinking, you are a coach. When you provide solutions, you are a consultant. You wear both hats so be ready to switch them often.

9.

### **Honoring Confidentiality**

Your coaching conversations remain between you and the teacher. Never speak on another teacher even if it's positive. This builds trust.

10.

### **Never Evaluate**

As an instructional coach, your role is to improve teaching and learning through instructional support. Leave the evaluating to the administrators.