

External Coach Expectation Matrix

	Overall (O)	District (D)	Teams (T)	Content/ Presentations (C)
Responsible	<ol style="list-style-type: none"> 1. Attend meetings and coach trainings with coordinator _____ 2. Return emails/calls within two work days _____ 3. Allocate time for various activities _____ 4. Schedule hour of availability _____ 5. Explicitly state and/or adhere to meeting norms _____ 	<ol style="list-style-type: none"> 1. Prepare agenda for District Leadership Team Meetings and disseminate in advance _____ 2. Disseminate Monthly Newsletter _____ 	<ol style="list-style-type: none"> 1. Attend site-team meetings* (data-driven) _____ 2. Collect monthly artifacts from teams) _____ 3. Facilitate establishment of data collection systems _____ 4. Contribute to Monthly Newsletter _____ 5. Consultation Notes Completed _____ 	<ol style="list-style-type: none"> 1. Ask for clarification or assistance for concepts/topics with which you are not yet fluent _____ 2. Schedule & present <i>Hot Topic</i> Trainings
Data-Driven	<ol style="list-style-type: none"> 6. Reports and data are delivered to the state on or before due date _____ 7. Use data to allocate time and resources _____ 	<ol style="list-style-type: none"> 3. Action plan is current and based on assessment data _____ 	<ol style="list-style-type: none"> 6. Use TFI to collect data and drive action planning _____ 7. Use ODR/academic data for assessment, planning, and reporting _____ 	<ol style="list-style-type: none"> 3. Collect evaluations on all formal presentations _____ 4. Review & reflect on feedback from: participants, district administrators, and state coordinators _____
Professional	<ol style="list-style-type: none"> 8. Assist district to build capacity for sustained implementation (<i>redefine your role over time</i>) _____ 9. Read professional literature at a minimum of 30 min/week _____ 10. Seek assistance to enhance knowledge _____ 11. Attend supplemental PBIS training opportunities _____ 12. Engage in professional and ethical standards (see Coaches Code) _____ 	<ol style="list-style-type: none"> 4. Support district facilitator at District Leadership Team Meetings _____ 	<ol style="list-style-type: none"> 8. Keep group action oriented _____ 9. Advocate for smallest change that will have the largest impact _____ 10. Build credibility & rapport _____ 	<ol style="list-style-type: none"> 5. Present on PBIS at district, state, and national forums _____ 6. Self-reflect on fluency with regard to content knowledge & presentation skills _____



Overall				
Coaching Competencies		Red	Yellow	Green
1	Attend meetings and coach trainings with coordinator	Attends less than 2	Attend 2-3	Attended at least 4 meetings/training
2	Return emails/calls within two work days	Less than 50% of the time	50% - 80% of the time	At least 8 out of 10 opportunities (80% of the time)
3	Allocate time for various activities	Meets this expectation 1 out of 4 weeks (25%) or less	Meets this expectation 2 out of 4 weeks (50%)	Meets this expectation 3 out of 4 weeks (75%)
4	Schedule hours of availability	Meets this expectation 1 out of 4 weeks (25%)	Meets this expectation 2 out of 4 weeks (50%)	Meets this expectation 3 out of 4 weeks (75%)
5	Explicitly state and/or adhere to meeting norms	Rarely	Often	Always
6	Reports and data are delivered to the state on or before due date	Data for less than 80% of teams submitted on time	Data for 80% of time, or Data for all teams submitted late (within 1 week)	Data for all teams submitted on time
7	Use data to allocate time and resources	Evidenced less than 2 weeks (50%) of time	Evidenced 2/4 weeks (50%)	Evidenced at least 3/4 weeks (75% or greater)
8	Assist district to build capacity for sustained implementation (<i>redefine your role over time</i>)	Cannot provide a concrete example for this month, maybe only indirect	Can provide at least 1 concrete example for this month	Can provide at least 2 concrete example for this month
9	Read professional literature at a minimum of 30 mins/week	Read less than 1 hour of professional literature this month	Read 1-2 hours of professional literature this month	Read at least 2 hours of professional literature this month
10	Seek assistance to enhance knowledge	Cannot provide a concrete example for this month,	Can provide at least 1 concrete example for this month	Can provide at least 2 concrete example for this month
11	Attend supplemental PBIS training opportunities	Did not schedule or identify and supplemental training events	Scheduled or identified 1 Training event	Attended / participated in 1 Training event
12	Engage in professional and ethical standards (see Coaches Code)	This month 3 or more instances/ activities were not consistent with coaches code	This month 2 instances/ activities were not consistent with coaches code	This month 1 or 0 instances/ activities were not consistent with coaches code

District				
Coaching Competencies		Red	Yellow	Green
1	Prepare agenda for District Leadership Team Meeting and Disseminate in advance	DLT Agenda not prepared	DLT Agenda prepared but not disseminated less than 2 days in advance	DLT Agenda(s) prepared and disseminated in advance (at least 2 work days)
2	Monthly Newsletter	Newsletter was not published, or was more than a week late	Newsletter published up to a week late with room for enhancement	High quality newsletter published on time
3	Action Plan is current and based on assessment data	Action Plan was not reviewed or updated this month	Action plan is reviewed & updated sometime during the month	Action plan is reviewed throughout month (prompting responsible parties regarding action items) AND updated immediately after DLT
4	Build capacity for LEA to facilitate District Leadership Team Meetings	Participates in DLTs as a member of the team	Acting as Co-Facilitator at DLTs	Support district facilitator to fluently run DLT's

TEAMS				
		Red	Yellow	Green
1	Attend site-team meetings (data-driven)	Attends 0 meetings	Attends 1 meeting	Attends 2 meetings
2*	Collect monthly artifacts from team	0 artifacts collected per team	1 artifact collected per team for less than 80% of schools	2 artifacts collected per team for 80% of schools
3	Facilitate establishment of data collection systems	0 – 4 contacts	5 – 7 contacts	8 – 10 contacts
4	Contribute content to monthly newsletter	Newsletter was not published on time	Newsletter published a week late, with room for enhancement	High quality newsletter published on time
5	Consultation Notes Completed	Documented less than 50% of TA	Documented 51-79% of TA	Documented 80% or more of TA
6	Use TFI to collect data and drive action planning	Could not provide a concrete example	Provided 1 concrete example	Provided 2 concrete examples
7	Use ODR/Academic data for assessment, planning, and reporting	Could not provide a concrete example	Provided 1 concrete example	Provided 2 concrete examples
8	Keep group action oriented	Rarely	Often	Always
9	Advocate for smallest change that will have the largest impact	Could not provide a concrete example	Provided 1 concrete example	Provided 2 concrete examples
10	Build credibility & rapport	Could not provide a concrete example	Provided 1 concrete example	Provided 2 concrete examples

*Compile monthly meeting minutes, agendas, and behavior reports/solution developments (system interventions) from school teams in addition to any permanent products that have been developed to document/disseminate components of their PBIS system

Content/ Presentations				
		Red	Yellow	Green
1	Ask for clarification or assistance for concepts/topics with which you are not yet fluent	Assistance was needed but not sought after	Assistance was needed but inconsistently sought after	Assistance was needed and sought after/Not applicable
2	Schedule & present <i>Hot Topic</i> Trainings	Training was not scheduled or delivered	Delivered presentation, however did not intentionally schedule	Training was scheduled in a timely manner and delivered on date
3	Collect evaluations on all formal presentations	Evaluations were not collected	Evaluations were partially collected	All Evaluations were collected
4	Review & reflect on feedback from: administrators, and state coordinators	Could not provide a concrete example		Provided 1(+) concrete example
5	Present on PBIS at district, state, and national forums	<i>National/State:</i> N/A <i>District:</i> Was available but did not seek opportunity	<i>National/State:</i> N/A <i>District:</i> Sought opportunity but was denied	<i>National/State:</i> BONUS =) <i>District:</i> Presented on PBIS
6	Coaches should be fluent in content & presentation skills (Refer to rubric)	Majority of scores lie in the Rarely & Occasionally columns	Majority of scores lie in the Occasionally & Frequently columns	Majority of scores lie in the Mostly & Frequently columns