

TIME ALLOCATION FOR COACHES

Purpose	Use this tool to examine the percentage of time coaches spend in different roles.	
Recommended time	1 hour	
Materials	• Time Allocation Chart, p. 9	
Steps	1. Facilitator invites coaches, coaches-in-training, or principal-coach pair to review the 10 roles listed on the Time Allocation Chart. A presenter may give an overview or use the chart included on pp. 6-7.	5 minutes
	2. Participants identify where they think coaches might spend their time if they are going to meet intended outcomes for the coaching program.	15 minutes
	3. Participants identify where coaches currently spend their time. They compare the difference between where they might spend their time and where they do spend it.	20 minutes
	4. Participants identify actions to take to get close to their ideal of where they spend time. Finally, they identify what to stop, start, and continue doing.	20 minutes

Source: Adapted from Killion, J., & Harrison, C. (2017). *Taking the lead: New roles for teachers and school-based coaches*, Second edition. Oxford, OH: Learning Forward.

Time allocation chart

Role	Function	Time allocations				Questions/Concerns about allocation
		None	Little	Moderate	Considerable	
1. Resource provider	Identifying or providing teachers with information about resources or giving them actual resources they can use to improve their practices.					
2. Data coach	Supporting teachers in various ways, including facilitation of data conversations, so they can use data to improve their instruction.					
3. Instructional specialist	Helping teachers with selection, design, and implementation of appropriate instructional strategies to meet needs of all students.					
4. Curriculum specialist	Assisting teachers in deepening their content knowledge and aligning standards, adopted curriculum, and assessments.					
5. Classroom supporter	Supporting teachers to increase the quality and effectiveness of classroom instruction.					
6. Learning facilitator	Assisting with the coordination, design, and facilitation of professional learning opportunities for all staff, ensuring that a variety of models are used.					
7. Mentor	Mentoring teachers who are new to the profession and assisting teachers who are new to the school.					
8. School leader	Serving on school leadership teams to assist with coordinating school improvement efforts.					
9. Catalyst for change	Encouraging teachers to analyze what is working and what is not working, challenging the status quo, and introducing new ideas.					
10. Learner	Modeling continuous learning as adult learners.					