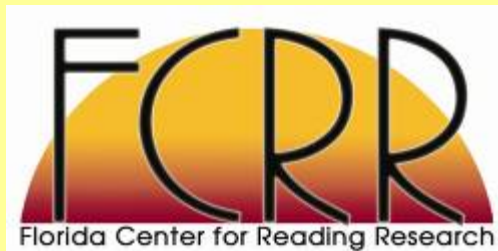


Professional Development Log for Reading/Literacy Coaches

Just Read, Florida! Leadership Conference 2006



Presenters:

Jane G. Meadows

Vivian McClain

Tammy Ruhl

Reading/Literacy Coaches

Congratulations!

- ❖ *K-3 Reading First Coaches*
- ❖ **Elementary Coaches**
- ❖ **Middle School Coaches**
- ❖ **High School Coaches**
- ❖ **Other Coaches**



Presentation Topics

- **Purpose of Coach's Log**
- **Profile Information**
- **Instructions**
- **User Tips**
- **Reporting**
- **Log Tasks**
- **Successes and Concerns**
- **Comments**

Purpose of Log

- **The Log is a vehicle for information exchange.**
- **The Log enables formative feedback important for reading success.**
- **The Log enables appropriate follow-up support for schools and coaches.**
- **The Log provides a time to reflect on how a coach's time is spent.**



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Florida Center for Reading Research Progress Monitoring & Reporting Network



Professional Development Log for Reading/Literacy Coaches

Name:

District:

School Served:

Grade Level(s) Served: * KG 01 02 03 04 05
 06 07 08 09 10 11 12

Years of Experience Teaching: *

Years of Experience Teaching Reading: *

Years of Experience as a Reading Coach: *

Highest Degree Earned: *

In which of following areas are you certified? *

- Pre-Kindergarten/Primary Education (Age 3-3rd grade) ESE (KG-12th)
 Elementary Education (1st-6th) English (6th-12th)
 Reading (KG-12th) Other

I am Reading Endorsed * Yes No

I am ESOL Endorsed * Yes No

Full-Time/Part-Time Information *

- I am a Full-Time Reading/Literacy Coach at this school
 I am a Part-Time Reading/Literacy Coach at this school

I am a Reading First Coach for this school. * Yes No

* Required Fields

SAVE

Professional Information

Name:

Your Name

District:

Your District

School Served:

Your School

[View and Edit Professional Information](#)

Florida Center for Reading Research
Progress Monitoring & Reporting Network



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School Role Selection

Please select one of the following:

	School Name	Calendar	Role
<input type="radio"/>	Your School	District-Wide	School Level 2
<input type="radio"/>	Your School	District-Wide	Data Entry Level
<input checked="" type="radio"/>	Your School	District-Wide	Coach's Log User

NEXT ▶



http://www.fcrr.org/pmrn/ug/0506_coaches.htm

Instructions

The information collected in your Coach's Log will assist in program implementation. Indicate how you spent your time as a Reading Coach during the current reporting period. The form allows for, but does not require, reporting of daily hours. You may enter daily task hours directly into the PMRN, which will total the hours automatically. Otherwise, you may record your time on paper and enter your weekly hours into the PMRN in the "Task Total" space for each task. After all Task Totals are entered, the PMRN will automatically calculate the reporting period total and generate the appropriate percentages per task. **Important! Please remember to Save frequently in order to prevent losing your information. Click Save at least every 10 minutes.**

SAVE



SUBMIT >>

Tasks & Hours for Reporting Period

1. Professional Development

Providing or facilitating professional development sessions such as seminars, action research, study groups designed to increase educators' knowledge of Scientifically Based Reading Research (SBRR).

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task Total						<input type="text"/>	<input type="text"/>

2. Planning

Planning, developing and/or preparing professional development.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task Total						<input type="text"/>	<input type="text"/>

3. Modeling Lessons

Demonstrating model lessons in classrooms for teachers.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Task Total						<input type="text"/>	<input type="text"/>

4. Coaching

Coaching (planning conversation, observation & reflecting conversation) teachers in classrooms.


Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
----------	-----	-----	-----	-----	-----	-------------	--------

FCRR: Progress Monitoring & Reporting Network - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Refresh Print Mail Word Pad

Address <https://pmrn.fcrr.org/Global/SelectRole.asp?SID=33DB7E6553924A73A2F48423B67A4BB4&flogin=1&fromrole=0> Go Links



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Progress Monitoring & Reporting Network

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User Role Selection

Please select one of the following:

	District Name	School Name	Calendar	Role
<input type="radio"/>	Polk	Bartow Elementary	District-Wide	School Level 2
<input type="radio"/>	Polk	Bartow Elementary	District-Wide	Data Entry Level
<input type="radio"/>	Polk	Bartow Elementary	District-Wide	Coach's Log User

NEXT >

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Start Microsoft Exc... Microsoft Out... Microsoft Pow... 0003 Control Panel FCRR: Progr... 12:18 PM



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User Role Selection

Please select one of the following:

	District Name	School Name	Calendar	Role
<input type="radio"/>	Polk	Bartow Elementary	District-Wide	School Level 2
<input type="radio"/>	Polk	Bartow Elementary	District-Wide	Data Entry Level
<input type="radio"/>	Polk	Bartow Elementary	District-Wide	Coach's Log User

NEXT >

Instructions

- **Indicate how you spent your time as a Reading/Literacy Coach during the current reporting period.**
- **The Log allows for, but does not require, reporting of *daily* hours.**
- **If you wish to enter daily task hours electronically, the system will total the hours automatically.**

- Or you may manually add and transfer your weekly hours to the “Task Total” space for each task.

Tasks & Hours for Reporting Period							
AUGUST 4, 2004 through AUGUST 17, 2004							
1. Professional Development							
Providing or facilitating professional development sessions such as seminars, action research, study groups designed to increase educators' knowledge of Scientifically Based Reading Research (SBRR).							
Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

- After all task totals are entered, the system will automatically figure the appropriate percentages per task and the total number of hours for the reporting period.

12. Other							
Other duties as assigned within regular contracted hours.							
Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1	0	0	0	0	0	0	
2	0	0	0	0	0	0	
Task Total						0	0
Reporting Period Total						74	100%

Instructions

- **Time spent on coaching tasks after the regular workday or on weekends may be entered in the “Comments” window at the end of the Log.**
- **These extra hours will not appear on the Coach’s Log Report bar graphs.**

Instructions

- Remember, the only required electronic entry is the Task Total for each of the 12 tasks.

Tasks & Hours for Reporting Period							
AUGUST 4, 2004 through AUGUST 17, 2004							
1. Professional Development							
Providing or facilitating professional development sessions such as seminars, action research, study groups designed to increase educators' knowledge of Scientifically Based Reading Research (SBRR).							
Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

Instructions

- You will probably want to keep a detailed account of your hourly activities.
- The blank hourly Log can be down loaded or you may create your own to facilitate tracking of coaching activities.
- You may enter portions of hours in the system by using these decimals. 15 minutes = .25; 30 minutes = .50; 45 minutes = .75.

Weekly Planning Sheet

Anticipated Weekly Lesson Plans
Week of: Oct 3-7

Before School	Monday 3	Tuesday 4	Wednesday 5	Thursday 6	Friday 7
8:00-9:00	9:30-10:00 Rebecca		1st 1st-2nd Ira	8:45 DIBELS 2nd Grade	Workday
9:00-10:00					
10:00-11:00		10:30 Gregge			
11:00-12:00	11:00-11:30 Chuck	11:30 Smith			
12:00-1:00	12:00-12:30 Lunch	12:00-12:30 Lunch	12:00-12:30 Lunch	12:00-12:30 Lunch	
1:00-2:00	12:05-13 Grade DIBELS 12:30-1:30 Newton	Bush			
2:00-3:00	PMPN Resource				
After School		3:05 BEA Faculty Meeting			
Evening Events	Prepare CLES Framework	JL			

Scheduling a Coaching Session



Daily Reflection Sheet

Weekend Fluency Notes 2nd

Coach's Daily Log Date Monday, Apr 17, 2006

Time	Professional Development	Planning	Modeling Lessons	Coaching	Conferences	Student Assessment	Data Reporting	Task Analysis	Reflection
7:30-8:00									
8:00-8:30									
8:30-9:30									
9:30-10:00									
10:00-10:30									
10:30-11:00									
11:00-12:00									
12:00-12:30									
12:30-1:00									
1:00-1:30									
1:30-2:00									
2:00-2:30									
2:30-3:00									
3:00-3:30									
3:30-4:00									
4:00-4:15									

Handwritten notes in the log:

- 8:30-9:30: DiOELS Prep (books)
- 10:30-11:00: K-12 Reading Plan info
- 3:00-3:30: Tyre

Handwritten notes on the right side of the page:

- Weekend Fluency Notes 2nd
- Monday, Apr 17, 2006
- Review



Log Reminders



Reporting

- **Each Log tracks a two week reporting period.**
- **The reporting period begins on Wednesday of the first week.**
- **The reporting period ends at midnight on Tuesday of the second week.**

Why Wednesday ?

- **The Wednesday – Tuesday reporting period eliminates the “Freaky Friday” syndrome.**
- **Keeps all reporting within the work week eliminating a possible memory gap over the weekend.**

Reporting Period (RP)

October/November 2006				
Mon	Tue	Wed	Thu	Fri
16	17	18	19	20
23	24	25	26	27
30	31	1	2	3
6 email	7 RP ends	8 Email	9	10

Log Reporting Periods July – December 2006

	From	TO	Due
1	5-Jul	18-Jul	20-Jul
2	19-Jul	1-Aug	3-Aug
3	2-Aug	15-Aug	17-Aug
4	16-Aug	29-Aug	31-Aug
5	30-Aug	12-Sep	14-Sep
6	13-Sep	26-Sep	28-Sep
7	27-Sep	10-Oct	12-Oct
8	11-Oct	24-Oct	26-Oct
9	25-Oct	7-Nov	9-Nov
10	8-Nov	21-Nov	23-Nov
11	22-Nov	5-Dec	7-Dec
12	6-Dec	19-Dec	21-Dec

<http://www.fcrr.org/pmrn/help.htm>

Reporting

- On Monday of second week, users will receive a reminder email to complete the Log.
- If the Log report is *not* received by Tuesday midnight, a second reminder email will be sent on Wednesday.
- A new Log becomes available **ONLY** when the previous Log is submitted.

Log Tasks

The coach's main tasks revolve around professional development activities to

- **support**
- **model and**
- **continuously improve instructional programs in reading to assure reading improvement for all K-12 students.**

Where do I log this activity?

Professional Development Log: Example Activities

Task	Examples
1. Professional Development (PD) Providing or facilitating professional development sessions such as seminars, action research, study groups designed to increase educators' knowledge of Scientifically Based Reading Research (SBRR).	<ul style="list-style-type: none">• Providing or facilitating professional development• Presenting reading-related information to parents• Taking charge of a teacher's classroom while teacher observes a model lesson
2. Planning Planning, developing, and/or preparing professional development	<ul style="list-style-type: none">• Surveying teachers for PD needs• Preparing content for PD• Planning schedule of PD delivery• Gathering PD materials
3. Modeling Lessons Demonstrating model lessons in classrooms	<ul style="list-style-type: none">• Preparing lesson for modeling• Demonstrating a lesson
4. Coaching Coaching (planning conversation, observation & reflecting conversation) teachers in classrooms	<ul style="list-style-type: none">• Planning a coaching session with a teacher• Observing a teacher• Preparing feedback for a teacher• Discussing feedback with a teacher
5. Coach-Teacher Conferences Conferencing with teachers regarding lesson planning, grouping for instruction, intervention strategies, etc	<ul style="list-style-type: none">• Teacher – coach conversations in various ways (phone, E-mail, face to face) on various topics, i.e.,<ul style="list-style-type: none">◦ fluency building◦ organizing literacy centers◦ struggling LEP students, etc.
6. Student Assessment Administering or coordinating student assessments	<ul style="list-style-type: none">• Enrolling students in the PMRN• Withdrawing students from the PMRN• Administering DIBELS• Administering "Fox in the Box"• Notifying teachers of DIBELS assessment

Log Summary Table <http://www.fcrr.org/pmrn/help.htm>

Logging Your Hours



Tasks & Hours for Reporting Period

AUGUST 4, 2004 through AUGUST 17, 2004



1. Professional Development

Providing or facilitating professional development sessions such as seminars, action research, study groups designed to increase educators' knowledge of Scientifically Based Reading Research (SBRR).

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

2. Planning

Planning, developing and/or preparing professional development.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

3. Modeling Lessons

Demonstrating model lessons in classrooms for teachers.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

4. Coaching

Coaching (the observation process that includes planning conversation, observation and reflecting conversation) teachers in classrooms.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

5. Coach-Teacher Conferences

Conferencing with teachers regarding lesson planning, grouping for instruction, intervention strategies, etc.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

6. Student Assessment

Administering or coordinating student assessments.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

7. Data Reporting

Entering student assessment data into the PMRN system. Coaches should spend limited time, if any, on this task.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

8. Data Analysis

Analyzing student data.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

9. Meetings

Attending meetings in my school, district or region regarding reading issues.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

10. Knowledge Building

Building my knowledge of SBRR and/or assessment through personal study or professional development.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							

11. Managing Reading Materials

Budgeting for, ordering, inventorying, and/or delivering reading materials.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1							
2							
Task Total							0

NEW

12. Other

Other duties as assigned.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1	5	0	0	0	0	5	
2	0	8	0	0	0	8	
Task Total						13	100

Other Comments

Please list/describe other activities during your contracted hours that have occupied significant amounts of your time.

SAVE

- After all task totals are entered, the system will automatically figure the appropriate percentages per task and the total number of hours for the reporting period.

12. Other

Other duties as assigned within regular contracted hours.

Week\Day	Wed	Thu	Fri	Mon	Tue	Total Hours	Task %
1	0	0	0	0	0	0	
2	0	0	0	0	0	0	
Task Total						0	0
Reporting Period Total						74	100%

13.Successes

Please indicate successes that have occurred in the last reporting period. You may use a word processor program and copy your text if your system is capable. Important! Please remember to save this form frequently in order to prevent a session timeout from occurring. FCRR recommends saving at least every 10 minutes by clicking the Save button below.

SAVE

14.Concerns

Please indicate any concerns that you have. You may use a word processor program and copy your text if your system is capable. Important! Please remember to save this form frequently in order to prevent a session timeout from occurring. FCRR recommends saving at least every 10 minutes by clicking the Save button below.

SAVE

15.Comments

You may use a word processor program and copy your text if your system is capable. Important! Please remember to save this form frequently in order to prevent a session timeout from occurring. FCRR recommends saving at least every 10 minutes by clicking the Save button below.

SAVE

SAVE



HELP



PRINT

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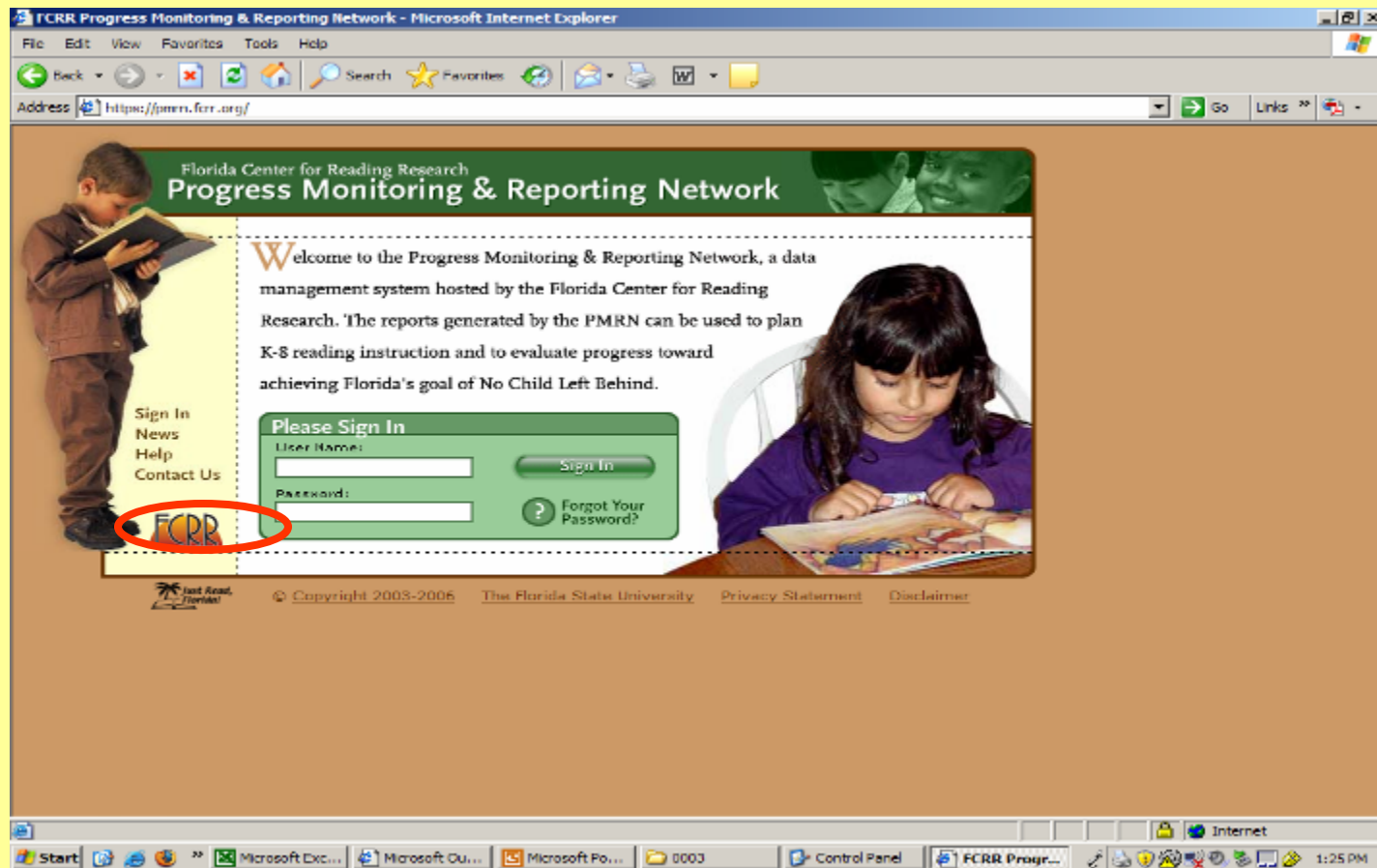
Save Often!!

- When completing the log online, remember to **save often**.
- See the User's Manual for explanation of how to enter data in "computer friendly ways".

Summary

- **Information collected on the Log will strengthen program implementation.**
- **The Log will enable a support system for coaches.**
- **The Log will help to focus the coach's work on tasks that are linked to improving teaching and learning.**
- **Using the Log will help keep track of a most valuable resource – time.**

Need additional information?



The screenshot shows a Microsoft Internet Explorer browser window displaying the website for the Florida Center for Reading Research (FCRR) Progress Monitoring & Reporting Network. The address bar shows the URL <http://pmrn.fcrr.org/>. The page features a green header with the text "Florida Center for Reading Research Progress Monitoring & Reporting Network". Below the header, there is a welcome message: "Welcome to the Progress Monitoring & Reporting Network, a data management system hosted by the Florida Center for Reading Research. The reports generated by the PMRN can be used to plan K-8 reading instruction and to evaluate progress toward achieving Florida's goal of No Child Left Behind." To the left of the welcome message, there is a vertical navigation menu with links for "Sign In", "News", "Help", and "Contact Us". Below the menu is the FCRR logo, which is circled in red. To the right of the welcome message, there is a "Please Sign In" form with fields for "User Name:" and "Password:", a "Sign In" button, and a "Forgot Your Password?" link. The page also includes a footer with the text "Copyright 2003-2006 The Florida State University" and links for "Privacy Statement" and "Disclaimer". The taskbar at the bottom shows the Start button, several open applications, and the system clock displaying 1:25 PM.

www.fcrr.org

PMRN Help

FCRR Progress Monitoring & Reporting Network - Microsoft Internet Explorer

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Address <https://pmrn.fcrr.org/> Go Links

Home About FCRR Resources For Parents Reporting Network
The Science of Reading FCRR Reports Assessment Search

Technical Projects

Progress Monitoring and Reporting Network

Register to Use the PMRN
Registration is open for elementary and middle schools planning to use the PMRN for the reporting of student progress monitoring scores and for schools whose coaches will use the Professional Development Log (Coach's Log) during the 2006-2007 School Year.

All schools, including *Reading First* schools, planning to use the PMRN must register.

Registration will close on **June 30, 2006**

Elementary Registration Form **Middle School Registration Form**

Registration for High Schools/Coach's Log Only Schools

Schools Registered to Use the PMRN (2006-2007)

SY0506 Active Schools

PMRN User's Guides
Download the PMRN User's Guides

PMRN Help
PMRN Presentations
Coach's Log: Print Version
Risk Level Charts

Sign in

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PMRN Help Page

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Address <https://pmrn.fcrr.org/> Go Links >>

Home About FCRR Resources For Parents Reporting Network
The Science of Reading FCRR Reports Assessment Search

PMRN Help

Below are links to the PMRN User's Guides and other resources to assist in taking full advantage of the PMRN. Included are slide shows and speaker notes for presentations related to the PMRN.

Adobe Acrobat Reader 5.0 or above is required to view the **speaker's notes** and the **User's Guides**. The **slide shows** are saved as PowerPoint shows. "Shows" do not require PowerPoint to be installed on your computer to play.

Teachers: Getting Started in the PMRN. Step-by-step directions on how to Sign In to the PMRN for the first time.

- **PMRN Presentations**
- **User's Guides**
- **School/District Data File Format**
- **Coach's Log: Print Version** (revised 25 Aug 05)
 - **Coach's Log Summary Table for Reading First**
 - **Coach's Log Summary Table for non-Reading First**
- **2005-2006 Coach's Log Dates**
- **K-3 Risk Level Scores (2005-2006)**
- **Decision Rules for K-2 Recommended Instructional Levels (2005-2006)**
- **4-5 Risk Level Scores (2005-2006)**
- **6-8 Risk Level Scores (2005-2006)**

Sign in

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