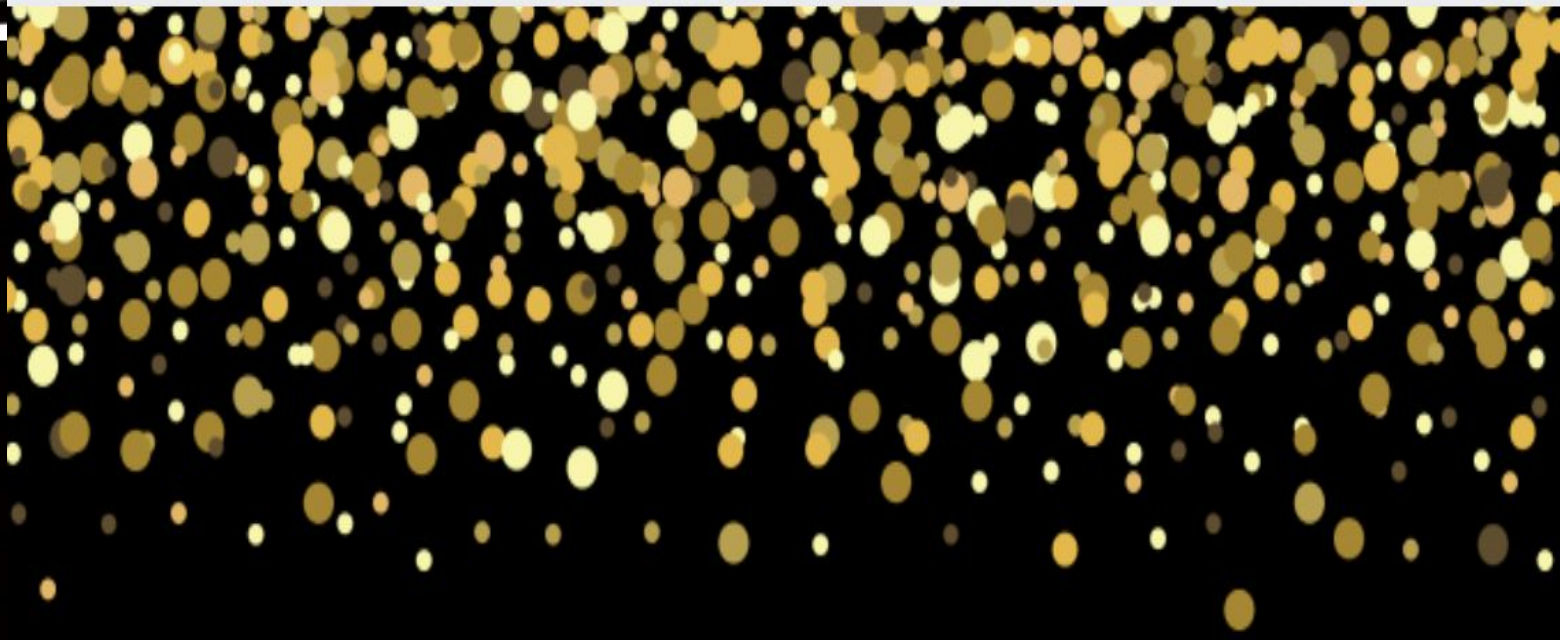
Johnson County School District
Digital Learning Coach
Framework
2021-2022
2022-2023



"TEAMWORK IS THE ABILITY TO WORK TOGETHER TOWARD A COMMON VISION. THE ABILITY TO DIRECT INDIVIDUAL ACCOMPLISHMENTS TOWARD ORGANIZATIONAL OBJECTIVES. IT IS THE FUEL THAT ALLOWS COMMON PEOPLE TO ATTAIN UNCOMMON RESULTS."

-ANDREW CARNEGIE

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April 28, 2021
2:00-4:00

Congratulations JCDLCs

Orientation

April 28, 2021
2:00-4:00

Welcome & Congratulations

- Thom Cochran, Superintendent
- Shauna Patton, Congratulations
- Laura Raganas, KDE Digital Learning Coach, State Lead
  JC DLC Introductions to the group and Laura!
- Mike Whitaker, Welcome & Datastudio
- Blended Learning (Mrs. Butcher)
- What is the Google Certified Coach Program? (Mrs. Butcher)
- Dynamic Learning Project (DLP)/DLP Results (Mrs. Butcher)
- Coaching Success Standards (Mrs. Butcher)
- JCDLC 2021-2022 Portfolio (Mrs. Salyer)
- JCDLC Google Calendar with completion dates for each task (Mrs. Salyer)
- JCDLC Google Sheet Completion Checklist (Mrs. Salyer)
- Communication via Google Group (Mrs. Salyer)

Orientation

April 28, 2021
2:00-4:00

JC DLCs will complete a rigorous two-year framework which includes but is not limited to the following:

- Google Certification Level 1
- Google Certification Level 2
- Google Coach Certification
- Google Trainer Certification
- Multiple Book Studies

  * **Minimum of two year commitment.**

JC DLCs Job Duties

- Implement a 5-Step Coaching Model incorporating both technology and instructional coaching
- Teachers and classroom visits (4-5 hours daily), research/professional development (1-2 hours daily), and other duties (1 hour daily)
- Maintain digital portfolio with coaching timesheets and artifacts
- Work collaboratively with DLCs (district, region, & state levels), teachers, principals, JC District DLC Lead, JC Instructional Supervisors, and Laura Raganas (KDE Digital Learning Coach, State Lead)
- Provide professional learning opportunities in both school and district settings
- Attend 24 hours of professional learning (sessions begin in June)
- Complete four (8) week coaching cycles 4-6 teachers per cycle
- Attend (2) days KySTE Conference
- Attend monthly regional KYDLC meetings
- Attend (1) day DLC state conference
- Support school and district goals
- Showcase student/teacher work (Bright Spot Stories)
- Wednesday- Facilitate Schoolwide PLCs
- Bi-weekly In-person Meetings- JC Boardroom 2nd and 4th Tuesday 1:30-3:30

<u>Coach Success Standards</u> (Mrs. Butcher)

JC DLCs will incorporate both technology and instructional strategies into Coach Success Standards.

Orientation

April 28, 2021
2:00-4:00

- **Criteria to Become a Google Certified Coach**

Year 1

  - Complete Certified Coaching Curriculum
  - Pass Final Exam
  - Submit 3 Minute Video
  - Submit 3 Coaching Artifacts
  - Submit 1 letter of Reference from Principal
  - Complete Google Certifications
    Levels 1 & 2

- Book Study
  Courageous EdVentures- Jennie Magiera
  Complete in the Google Coaching Training Center
- KDE Coaching Plus Modules

Orientation

April 28, 2021
2:00-4:00

Year 2

- Google Trainer Certification
- Book Study
  Power Up Blended Learning- Catlin Tucker
- Book Study
  Harnessing Technology- Scott McLead & Julie Graber

Next Steps

- Discuss with your school principal adding the launch of the Google Certified Program to school retreats.
  Schedule a 30 minute block of time during the school retreat.
- Discuss the need for a PLC room.
- Begin planning the organization and layout of the room.
- Join the Google Certified Coaching Program.
- Read and respond to the questions for chapters 1-5 *Courageous Edventures* Book Study in the Google Certified Coach Curriculumn.
- Add the JCDLC calendar to your Google Calendar
- Join the JCDLC Google Group
- Google Coaching Checklist

Next Steps

April 28, 2021
2:00-4:00

- Add your Twitter handle to the spreadsheet and follow all things JC!
- Begin sharing Bright Spot stories about students, teachers, and your school using Thrillshare. Please like and retweet other JC DLC tweets. Using #JCDLC & #KYDLC!
- Determine monthly meeting dates

JC DLCs!!

Google Certified Coach Program

- **Google Certified Coach Program**

    - Introduction to the Certified Coach Program
      Section 1- (1 hour)
      Completion Date- June 4, 2021
    - The Challenge Based Coaching Model
      Section 2- (2.5 hours)
      Completion Date- June 11, 2021
    - Building a Strong Coaching Team & Culture
      Section 3- (2 hours)
      Completion Date- June 18, 2021
    - Cultivating Effective Coach & Teacher Relationships
      Section 4- (2 hours)
      Completion Date- September 24, 2021
    - Refining Strategies for Impactful Coaching
      Section 5- (1 hour)
      Completion Date- November 26, 2021
    - Leveling Up Your Coaching Toolkit
      Section 6- (2 hours)
      Completion Date- February 25, 2022
    - Celebrating and Advancing Success
      Section 7- (2 hours)
      Completion Date- April 22, 2022

Google Certified Coach Program

- Celebrating and Advancing Success
  Section 7- (2 hours)
  Completion Date- April 22, 2022
- Google Certified Coach
  Skills Assessment (45 minutes)
  Completion Date- April 29, 2022
- Create a 3 minute video articulating how you used the 5-step model to coach a specific teacher.
  Additional guidance: Please make sure that you cite the specific challenge that you helped the teacher address, as well as the strategy that you implemented. And, be sure to illustrate the actions that you took while working through each step of the coaching model. Please be cognizant of time. Videos that are longer than 3 will not be reviewed.

  Completion Date: May 6, 2022

Google Certified Coach Certification

- Google Coach Certification
  Compile 3 Coaching Artifacts

  1 artifact that showcases your coaching interactions with teachers
  Artifact that focuses on coaching data and analysis.
  1 artifact that showcases a bright spot story from working with teachers, innovation advocates or students.
  Completion Date: May 13, 2022
- Google Certified Coach
  Provide a reference letter from an administrator. You will submit the reference letter on behalf of your administrator. The reference letter should be approximately 500 words and speak to your recent coaching work and impact.
  Completion Date: May 20, 2022
- Google Certified Coach
  Complete the Google Certified Coach Program Application- Completion Date- May 27, 2022

Google Certified Coach Certification

- Maintaining Coaching Certification
    - Continue working 1:1 with educators using the Certified Coach 5-step model
    - Report at least 100 hours of 1:1 coaching per year in the EDU Activity App
    - Share ideas and resources with our community of coaches

Courageous EdVentures

- Celebrating and Advancing Success
  Section 7- (2 hours)
  Completion Date- April 22, 2022

Book Study

- ***Courageous EdVentures*- Jennie Magiera**
  - Charting Your Course
    Part 1- Preface through Chapter 5
    (2 hours) Certified Coach Curriculum
    Completion Date- May 7, 2021
  - Navigating Your Problems
    Part 2- Chapters 6-9
    (2 hours) Certified Coach Curriculum
    Completion Date- May 14, 2021
  - Sailing Into the Great Beyond
    Part 3- Chapters 10-12
    (2 hours) Certified Coach Curriculum
    Completion Date- May 21, 2021
  - Reflecting on Your Edventure
    Part 4- Chapters 10-12
    (30 minutes) Certified Coach Curriculum- **Google Meet**
    Completion Date- May 28, 2021

Google Certification Level 1

April 28, 2021
3:30-6:00

- **Google Certification Level 1**

  - <u>Get Ready to Use Technology in the Classroom</u>
    Unit 1- (1 hour 40 minutes)
    Completion Date- June 25, 2021
  - Expand Your Access to Help and Learning
    Unit 2- (1 hour 6 minutes)
    Completion Date- July 2, 2021
  - Have a (Mostly) Paperless Classroom
    Unit 3- (1 hour 3 minutes)
    Completion Date- July 9, 2021
    Save Time Communicating
    Unit 4- (1 hour 21 minutes)
    Completion Date- July 16, 2021
  - Organize Activities for Yourself & Others
    Unit 5- (49 minutes)
    Completion Date- July 23, 2021
  - Bring Meetings Online
    Unit 6- (52 minutes)
    Completion Date- July 30, 2021
  - Bring Student Work Online
    Unit 7- (1 hour 35 minutes)
    Completion Date- August 7, 2021

Google Certification Level 1

April 28, 2021
3:30-6:00

- **Google Certification Level 1**

    - Measure, Understand, and Share Student Growth
      Unit 8- (1 hour 14 minutes)
      Completion Date- August 13, 2021
    - Teach Students Online Skills
      Unit 9- (1 hour 17 minutes)
      Completion Date- August 20, 2021
    - Build Interactive Lessons
      Unit 10- (1 hour 18 minutes)
      Completion Date- August 27, 2021
    - Captivate Your Class With Video
      Unit 11- (1 hour 3 minutes)
      Completion Date- September 3, 2021
    - Facilitate Group Work
      Unit 12- (1 hour 12 minutes)
      Completion Date- September 10, 2021
    - Promote Digital Citizenship and Positive Online Behavior
      Unit 13- (1 hour 5 minutes)
      Completion Date- September 17, 2021

Google Certification Level 1 Exam

April 28, 2021
3:30-6:00

- **<u>Google Certification Level 1 Certification Exam</u>**
    - Certification Exam
    - Valid for 3 Years
    - 180 Minutes
    - Camera on During Testing
    - $10 Assessment Fee Paid by the District
    - Register, Select Exam, & Receive Exam Credentials
      Completion Date- October 29, 2021
    - Completion Date- October 30, 2021 (Assessment)
      You **can retake** the **exam** 14 days after your first attempt, up to three times in one calendar year.

Google Certification Level 2

- **Google Certification Level 2**
    - Promote and Model the Effective Use of Digital Tools
      Unit 1- (1 hour)
      Completion Date- October 15, 2021
    - Leverage Learning Models to Personalize Learning
      Unit 2- (1 hour 28 minutes)
      Completion Date- October 22, 2021
    - Use Advanced Feature to Optimize Workflow
      Unit 3- (1 hour 17 minutes)
      Completion Date- October 29, 2021
    - Connect With Guardians
      Unit 4- (1 hour 35 minutes)
      Completion Date- November 5, 2021
    - Analyze and Interpret Student Data
      Unit 5- (1 hour 5 minutes)

Google Certification Level 2

April 28, 2021
3:30-6:00

- **Google Certification Level 2**

  Completion Date- November 12, 2021
  - Organize Your Class and School Materials More Effectively
    Unit 6- (1 hour 36 minutes)
    Completion Date- November 19, 2021
  - Design Interactive Curricula
    Unit 7- (1 hour 34 minutes)
    Completion Date- December 3, 2021
  - Teaching Beyond the Four Walls of Your Classroom
    Unit 8- (2 hours 2 minutes)
    Completion Date- December 10, 2021
  - Harness the Power of Google for Research
    Unit 9- (1 hour 36 minutes)
    Completion Date- December 17, 2021
  - Give Students a Voice
    Unit 10- (1 hour 40 minutes)
    Completion Date- January 7, 2022
  - Student Agency
    Unit 11- (1 hour 10 minutes)
    Completion Date- January 14, 2022

Level 2 Exam

- **Google Certification Level 2**

- Google Certification Level 2 Certification Exam

    - Certification Exam
    - Valid for 3 Years
    - 180 Minutes
    - Camera on During Testing
    - $25 Assessment Fee Paid by the District
    - Register, Select Exam, & Receive Exam Credentials
      Completion Date- October 29, 2021
    - Completion Date- October 30, 2021 (Assessment)
      You **can retake** the **exam** 14 days after your first attempt, up to three times in one calendar year.

Google Certified Trainer

- **<u>Google Trainer Certification</u>- Year 2**

  - Influence Organizational Change
    Unit 1: (35 minutes)
    Completion Date: June 4, 2022
  - Design Professional Learning
    Unit 2: (1 hour and 45 minutes)
    Completion Date: June 10, 2022
  - Implement Best Coaching Practices
    Unit 3: (1 hour and 15 minutes)
    Completion Date: June 17, 2022
  - Planning for Engaging Training Sessions
    Unit 4: (55 minutes)
    Completion Date: June 24, 2022
  - Facilitate with Professionalism
    Unit 5: (1 hour 40 minutes)
    Completion Date: July 1, 2022
  - Integrate Google Tools in the Classroom
    Unit 6: Introduction (5 minutes)
    Google Certification Levels 1 & 2
    Completion Date: July 1, 2022

Google Certified Trainer

April 28, 2021
3:30-6:00

- Deepen your knowledge of Google for Education
  Unit 7: (1 hour and 43 minutes)
  Completion Date: July 8, 2022

Google Certified Trainer Application

- **Google Certified Trainer Application**

    - Google Certification Skills Assessment
      (Approximately 25-45 minutes)
      Completion Date: July 15, 2022
    - Google Certified Trainer Video
      Film a 3 minute video to showcase your personality and instructional style
      (Approximately 1 hour)
      Completion Date: July 22, 2022
    - Google Certified Trainer Application
      Copy Google Certified Trainer Questions
      (Approximately 2 hours)
      Completion Date: July 29, 2022

- Google Certified Trainer Application Tips

Maintaining Your Certification

- Maintain your Certified Trainer Status
  - Conduct and report at least 12 training events per year
  - Share ideas and resources with our community of trainers
  - Resubmission of interest, including an annal product update assessment

Power Up Blended Learning

- **Book Study:**
  Power Up Blended Learning- Catlin Tucker

  - Read chapters 1-2
    Chapter 1- Articulate the Why
    Chapter 2- A Raodmap for Building a Professional Learing Infrastructure
    Part 1
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: August 12, 2022
  - Read chapters 3-4
    Chapter 3- Blended Learning Requires Effective Professional Development
    Chapter 4- The Blended Learning Coach
    Part 2
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: August 12, 2022

Power Up Blended Learning

- **Book Study:**
  Power Up Blended Learning- Catlin Tucker

  - Read chapters 5 -6
    Chapter 5- Coaching: Initial Coversation and Goal Setting
    Chapter 6- Coaching: Initial Observation and Debrief Part 3
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: September 9 , 2022
  - Read chapters 7-8
    Chapter 7- Coaching: Co-lesson Planning
    Chapter 8- Coaching: Model Lessons and Co-Teaching Part 4
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: September 23, 2022

Power Up Blended Learning

- **Book Study:**
  Power Up Blended Learning- Catlin Tucker

  - Read chapters 9-10
    Chapter 9- Coaching: Model Lessons and Co-teaching
    Chapter 10- Coaching: Documenting, Reflecting, and Revisiting
    Part 5
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: October 7, 2022
  - Read chapters 11-12
    Chapter 11- Virtual Coaching
    Chapter 12- Professional Learning Communities
    Post Discussion Question or Respond to a Question on JC DLC Google Group
    Part 6
    Completion Date: October 21, 2022

Harnessing Technology for Deeper Learning

- **Book Study:**
  Harnessing Technology for Deeper Learning
  Scott McLeod & Julie Graber

  - Read chapters 1- 2
    Chapter 1- Seeking a New Approcah
    Chapter 2- Introducing the 4 Shifts Protocol
    Part 1
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: November 11 , 2022
  - Read chapters 3-4
    Chapter 3- Redesigning Elementary School Lessons and Units
    Chapter 4- Redesigning Secondary Lessons and Units
    Post Discussion Question or Respond to a Question on JC DLC Google Group
    Part 2
    Completion Date: November 25, 2022

Harnessing Technology for Deeper Learning

- **Book Study:**
  Harnessing Technology for Deeper Learning
  Scott McLeod & Julie Graber

  - Read chapters 5-6
    Chapter 5- Designing from Standards
    Chapter 6- Implementing the Protocol- Techniques, Strategies, and Suggestions
    Part 3
    Post a Discussion Question or Respond to a Question on JC DLC Google Group
    Completion Date: December 9 , 2022

Generating Coaching Enthusiam

- **JCDLC Coach Kickoff Celebration**
    - Schedule kickoff event with school principals
      Share the date
      Completion Date: June 10, 2021
    - Plan the theme and presentation

5-Step Challenge Based Coaching Cycle

Dynamic Learning Project

Challenge-based Coaching Model[1]

The Dynamic Learning Project uses a 5-step coaching model to help teachers enhance their impactful technology use. In each step of the process, coaches help teachers tackle instructional and professional challenges using innovative, tech-based strategies.

Towards the goal of improving [challenge], the teacher will attempt [strategy].
The teacher will utilize [tool(s)] to support this strategy.

1 Identify and understand challenge

Start your coaching by helping your teacher brainstorm problems of practice and choose one challenge to focus on for the coming weeks. His or her challenge may focus on instruction, or general growth as a teacher. Learn more about teachers' challenges here.

2 Investigate possible strategies

After you select a challenge to focus on, work with your teacher to investigate potential ways to tackle that challenge. When investigating, research potential strategies and tools available, and reach out to your PLN to learn best practices.

2 Reflect on experience & outcomes

Meet with the teacher to reflect on their current strategies as demonstrated during classroom visits, and assess your progress towards successfully resolving that challenge. If you are successful, move on to a new challenge. If not, consider how to iterate on your approach to this challenge, or if moving on to another challenge makes more sense.

3 Select personalized strategy and tool(s)

Based on your collaborative research and understanding of the teacher's challenge, select one strategy that's specific to their needs, and a tool (or tools) to supplement that strategy.

4 Implement strategy, and make improvements

For the majority of your coaching, you will be supporting teachers as they implement strategies in the classroom. This means (1) meeting with the teacher to set goals, (2) visiting classrooms to co-teach, model, and observe instructional practices, and (3) holding a follow-up meeting with the teacher to reflect on the data and learning collected during the classroom visit. During this stage, coaches work with teachers on the meet/visit/meet cadence (described below):

Meet	Visit	Meet
Meet to discuss strategy, and plan ways to put it into practice.	Visit classroom to co-teach, model, or observe instructional practices.	Meet to debrief strategy implementation, and identify ways to improve.

Google for Education

[1] The DLP Coaching Model is based on the work of Jennie Magiera in Courageous Edventures, Corwin 2016

A Day in the Life of a JCDLC

- **Daily Schedule**

Teacher & Classroom Vists	**4-5 hours**
Research/Professional Learning	**1-2 hours**
Other Duties	**1 hour**

JC Coaching Cycles

- **JC Coaching Cycles**
    - 4- Consecutive Eight-Week Cycles
    - Prep Week In Between Each Cycle

PLCs

Facilitate Weekly PLCs

- **Meet with the principal to locate a PLC room**
- **Decorate the room to make it inviting for teachers**
- **Consider KVEC Inovation Learning Grant to flip the PLC rooms**

Resources

Job Description	**JCDLC Job Description**
JCDLC Calendar	**JCDLC Google Calendar**
Communication	**jc-dlc@johnson.kyschools.us**
Coaching Success Standards	**Coaching Success Standards**
Impactful Technology Use Rubric	**Impactful Technology Use Rubric**
5-Step Coaching Model	**5-Step Coaching Model Graphic**
Coaching Cycle Tracker	**JCDLC Coaching Cycle Tracker**
Coaching Framework Checklists	**Coaching Framework Checklists**

Resources

Coaching Time Tracker	Coaching Time Tracker
Strategic School/District Goal Alignment	Strategic School/District Goal Alignment
Beginning of the Year Survey	Beginning of the Year Survey
End of the Year Survey	End of the Year Survey
Guide to Reviwing Teacher Short-Term Progress Survey Data	Guide to Reviewing Teacher Short-Term Progress Survey Data
JC DLC Portofolio	JC DLC Portofolio
Teacher Onboarding Packet	Teacher Onboarding Packet
Challenge Jam Protocol	Challenge Jam Protocol
Example of Research	Organize & Research

Resources

Get Organized	Prioritize Commitments
Nonevaluative Observation Documents	Coaching Tool Frequency Coaching Tool Participation Selective Scripting Student Interviews Student Work Coaching Tool Video
Professional Learning	Classroom Management in the Digital Age Workshop Professional Development Feedback Form Universal Design for Learning