Figure 1.2: Identifying Roles and Responsibilities Tool

Directions: This tool helps with determining the instructional coach's roles and responsibilities. To begin this process, the coach and principal should compile a comprehensive list of the instructional coach's daily, weekly, and monthly tasks. This list should also include less frequent tasks such as open houses and testing. After completing the task list, answer the reflection questions.

Daily Tasks	Weekly Tasks	Monthly Tasks	Occasional Tasks

Review the tasks and consider how each supports your school's mission and vision. Are there any tasks that you need to remove?

Consider your edited list and your school's mission and vision, and note any tasks that you need to add.

	lection: Based on the identified tasks, is the proposed schedule for the instructional coach realistic and manageable?
2.	How will we communicate the instructional coach's schedule to the faculty and staff to ensure transparency and understanding?
3.	What methods will the coach and principal use to regularly assess the effectiveness and impact of the instructional coach's schedule?