



MASSACHUSETTS SCHOOL
ADMINISTRATORS' ASSOCIATION



MSAA New Administrators Coaching Program

Mission

To support new school Principals/Assistant Principals as they navigate their first year in school administration.

Vision

To ensure that all new Principals/Assistant Principals feel supported by the MSAA and meet success in their first year as an administrator.

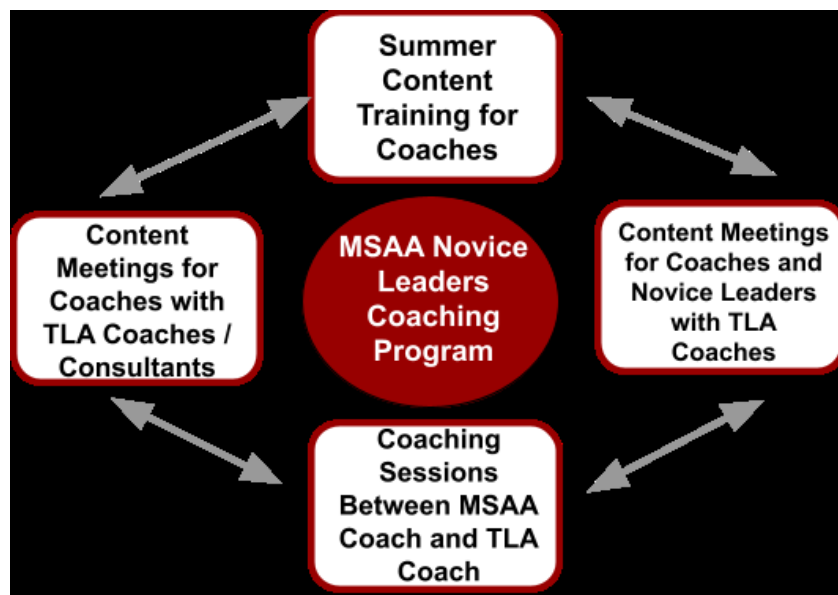
Theory of Action

By using trained experienced and former administrators, new administrators will be coached, utilizing day-long cohort-based workshops and in-person discussions, enabling participants to develop a vision, strategies and a plan to ensure success during their first years as an administrator.

Program Design

The new Principals/Assistant Principals will work with their assigned Coach to develop an entry plan for success. The entry plan will include strategies for gathering information from the school and community, engaging in conversations with key stakeholders, and formulating a plan for the first year and beyond.

Teaching and Learning Alliance (TLA) Coaching Framework





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Coaching Training Days

Workshops will be based on the indicators of the DESE's [Guidelines for the Preparation of Administrative Leaders](#) document:

- Instructional Leadership
- Management and Operations
- Family and Community Engagement
- Professional Culture

The new Principals/Assistant Principals will participate in the following training sessions:

Cohort A: Elementary

- 1 ½ days of Coach training in August
- 4 2-hour content sessions in face to face workshops throughout the school year for Coaches and novice leaders together
- 4 2-hour content sessions in face to face workshops throughout the school year for Coaches to provide training related to coaching content (framework, developing high-leverage focus areas for coaching, using the *Thomas-Kilmann Instrument*-TKI as a tool in coaching)
- 4 60-minute individual remote coaching sessions for MSAA Coaches throughout the school year (groups of 5 Coaches)

Cohort B: Secondary (Middle/High School)

- 1 ½ days of Coach training in August
- 4 2-hour content sessions in face to face workshops throughout the school year for Coaches and novice leaders together
- 4 2-hour content sessions in face to face workshops throughout the school year for Coaches to provide training related to coaching content (framework, developing high-leverage focus areas for coaching, using the *Thomas-Kilmann Instrument* TKI as a tool in coaching)
- 4 60-minute individual remote coaching sessions for MSAA Coaches throughout the school year (groups of 5 Coaches)

Coaching Days

The new Principals/Assistant Principals will be coached throughout the year by a trained veteran administrator. The coach will set up individual meetings in between the full day training days.



Sample Topics for Training Days

Day 1 - August

- Overview of Program
- Meet Coach
 - Entry Plan Discussion
 - Planning for School Opening
 - Vision
- Instructional Leadership
 - Using Entry Plan to Plan for School Year

Day 3 - February

- Management and Operations
 - Law, Ethics and Policy
 - Planning for Next School Year
- Professional Culture
 - School Improvement Plan
 - Crucial Conversations
 - Staff
 - Parents

Day 2 - October

- Instructional Leadership
 - Learning Walks
 - Teacher Observations
 - Data Discussions
- Management and Operations
 - School Culture and Climate
 - Next Year's Budget Preparations

Day 4 - May

- Family and Community Engagement
 - Communication
- Planning for Summer and Next School Year

Coaching Days

- Requirements and Expectations for Being a Coach
 - Must have five years of successful principalship experience
 - Must be able to attend the trainings/meetings and coaching sessions
 - Submit a summary of meeting dates and topics to the Superintendent and MSAA
- Description of Coaching Responsibilities
 - Coaching will take place in between training days
 - Coach will engage in learning walks with new administrator
 - Coach will attend a faculty meeting and debrief
 - Coach and new administrator will look at data (both general and equity)
 - Coach will guide new administrator on School Improvement Planning
 - Coach will end year with discussion and plan for the summer and following year