



M-DCPS Shadowing Instructional Coach Interview Protocol

PRE-INTERVIEW

Describe the consent form and have the instructional coach sign it.

Re-introduce the study: We are conducting a study of school leadership in M-DCPS. As part of this study, we are studying the roles and functions of instructional coaches, as well as principals and assistant principals. Members of our team are shadowing instructional coaches at schools around the district to better understand what instructional coaches do. This interview, which will take about 30 minutes, helps us with this research as well.

Thank You and Confidentiality Assurance (You can use your own words, but here's some sample language.): Thank you again for allowing me to record this interview. As a reminder, everything that is said today will remain completely confidential. No one from the district will ever hear the recording or see the notes I am taking, and I won't discuss what I hear today with anyone else outside of the research team. Only the research team at Stanford and Vanderbilt Universities will listen to the recording. We will never identify you or use your name or the name of your school or of anyone you mention in the interview in any of our reports. **So now that we've gone over the confidential nature of this interview, I am going to turn on the recorder and ask you to state your name, your school, and that you agree to be recorded.**

[Note for Interviewer: The text in the boxes are things you will say to the instructional coach as explanation or transitions, and you may use some of your own phrasing if you wish. The text of the questions should be read exactly.]



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Introduction: Thank you for letting me shadow today. It has been interesting and a pleasure. I would like to start by asking a few questions about your work day.

- 1) First, I'd like to get a sense of your full day today.
 - a. What was the first school-related thing that you did this morning?
 - b. What time was that?
 - c. What other school-related things did you do this morning before I arrived?
 - d. What time did you arrive at school?
 - e. Was this morning typical for you?

Now I'd like to ask you some general questions about your approach to the instructional coach job.

- 2) What do you see as your primary role as an instructional coach?
- 3) How do you work with the school's principals or assistant principals? How do they influence your work as a coach?
- 4) What factors do you think might lead one instructional coach to be more effective than another?
- 5) What prior experience or training did you have that was most helpful to you in your work as a coach?
- 6) What are the main challenges or difficulties you face as an instructional coach?



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Now I'd like to ask you a few more specific questions about what I observed you doing today.

[Note for Interviewer: Here we want to ask the instructional coach about 3 of the specific teachers you observed the coach working with today. Choose 3 teachers that you observed the coach spending the most time working with during the day, and ask the coach about these specific teachers. Repeat Q7-Q10 for each teacher you select. If they seem annoyed after 2 teachers, stop there and move on to question 11]

- 7) Today it appeared that you spent some time working with _____. Is this a teacher you work with frequently?
- 8) Why were you working with this particular teacher?
 - a. [just for the first teacher for whom you ask these questions ask:] How do you decide or how is it determined which teachers you will work with?
- 9) Do you have specific goals for what you hope to accomplish by working with this particular teacher?
- 10) What approaches do you take to working with this teacher? Does your approach differ from how you work with other teachers? Why

11) Could you tell me a bit about the work you do that isn't directly with teachers? What parts of this work do you think are most useful and which parts are less useful.

One final question

- 12) Is there anything I haven't asked about that you think is important to understanding what you do as an instructional coach? Is there a "main idea" about your job as instructional coach that you want me to leave with today?

Thank you so much for your time and thoughtful responses today. We really appreciate your contributions to our study. If you have any questions about our research, we'd be more than happy to put you in contact with our project supervisor. (If they do ask for contact information, provide them with Grace Karr's contact info: gmkarr@stanford.edu).