



# Coach Agreement

## Coach Expectations

Coaches fulfill the coaching component of the Core Program for 1-3 colleagues implementing the *Open Circle Curriculum* for the first time.

Coaches are expected to:

- Model an Open Circle Meeting for up to three teachers participating in the Core Program and visit their classrooms twice during the year for peer coaching.
- Arrange biannual meetings and activities to energize and connect colleagues using Open Circle.
- Provide on-going, informal support to all teachers implementing Open Circle in the school.
- Submit a coaching agreement to Open Circle every year they plan to provide coaching to their colleagues.
- Earn Coach recertification every three years at the Coach Institute.

### Timeline for School-Based Open Circle Coaches in 2011-2012

#### September 2011

If any colleagues are participating in the Core Program this year, submit coaching agreement to Open Circle. On this agreement, identify up to three of these people as colleagues you'll be coaching.

#### October-November 2011

Arrange for teachers training in the Core Program for the first time to watch an Open Circle lesson facilitated by you or another experienced Open Circle facilitator. Arrange fall meeting for teachers in your building using the *Open Circle Curriculum*.

#### November-December 2011

Visit newly trained teachers as they facilitate Open Circle meetings to help them reflect on their practice.

#### March 2012

Arrange spring meeting for all teachers in your building using the *Open Circle Curriculum*.

#### April-May 2012

Visit newly trained teachers as they facilitate Open Circle meetings to help them reflect on their practice.



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getting to the heart of learning

**Certified  
Coach Agreement**

## 2011-2012 Agreement

*This agreement is for Certified School-Based Open Circle Coaches. Certification is earned by completing Open Circle's Coach Training and maintained by completing Open Circle's Coach Institute every three years.*

### 1. Provide contact information\*

Full Name (as you'd like it to appear on nametag) \_\_\_\_\_

Work Email Address \_\_\_\_\_

Role/Title \_\_\_\_\_  
K 1 2 3 4 5  
Grade (circle one)

Home Email Address \_\_\_\_\_

School Name \_\_\_\_\_

Home Street Address \_\_\_\_\_

School Street Address \_\_\_\_\_

Home Town, State, Zip \_\_\_\_\_

School Town, State, Zip \_\_\_\_\_  
( )

Home or Cell Phone Number \_\_\_\_\_

School Phone Number \_\_\_\_\_

I have read and understand the coaching commitment and expectations of a School-Based Open Circle Coach as outlined on page 1 of this agreement.

\*Open Circle is committed to protecting your privacy. We collect contact information to register you for this training and to send you information related to Open Circle. We do not disclose this information to outside parties.

**X**  
Signature (required) \_\_\_\_\_

### 2. List up to 3 colleagues you'll coach in 2011-2012\*\*

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

*If the colleagues you will coach have not yet been determined, please write "TBD" on the lines to the left. When you determine who you will coach, send us their names.*

**\*\*Each colleague will receive a \$225 discount off their Core Program fee**

#### Confirmation

We will send you an email confirming the people you plan to coach in October 2011

#### Questions?

call 781-283-3277  
email [info@open-circle.org](mailto:info@open-circle.org)  
web [www.open-circle.org](http://www.open-circle.org)

#### Send all forms and payment by fax at 781-283-3717 or mail:

Open Circle Registration  
Wellesley Centers for Women-STC, Wellesley College, 106 Central Street  
Wellesley, MA 02481-8203