

REFLECT, RESET, AND RELAUNCH







Your Summer Coaching Launch Plan






This checklist-style PDF equips program leaders and instructional coaches with a structured checklist to close out the school year and optimize summer for coaching preparation.

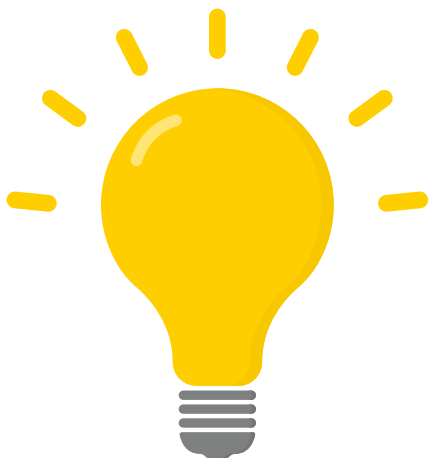
WRAPPING UP THE SCHOOL YEAR

CHECKLIST ITEM	PRO TIPS
Review teacher growth in TORSH Talent 	Use your coaching dashboard to analyze trends in educator development over the past year
Identify coaching patterns or gaps 	Look for recurring challenges, missed opportunities, and patterns in teacher performance or coaching frequency
Export observation highlights or logs 	Download key documentation to archive progress and share insights with leadership or coaches
Survey educators on coaching experience 	Collect feedback to inform improvements in next year's coaching model

ALIGNING COACHING GOALS FOR FALL

Set your priorities, update systems, and build clarity heading into a new school year.

CHECKLIST ITEM	PRO TIPS
Set next year's coaching focus areas 	Decide on instructional priorities (e.g. CLASS, literacy, SEL) that will guide coaching and PD.
Map out role-based access for new users 	Ensure the right people have the right access levels in TORSH for efficiency and clarity
Update rubrics, forms or indicators 	Review and revise the observation/feedback tools to reflect your updated goals






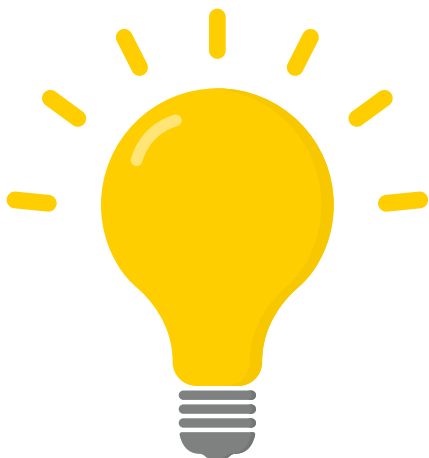
Pro Tip

Set a calendar reminder to audit platform content quarterly for consistency with your evolving goals

PREPARING COACHES & NEW HIRES

Start new team members strong with early access, practice, and support.

CHECKLIST ITEM	PRO TIPS
<p>Schedule summer TORSH training or refreshers.</p> 	<p>Offer sessions for new hires and returning staff to build confidence using the platform.</p>
<p>Create practice coaching cycles with summer or demo videos.</p> 	<p>Provide example cycles to onboard coaches and standardize expectations.</p>
<p>Load new staff into the system</p> 	<p>Ensure teachers and coaches are entered into TORSH Talent before the school year begins.</p>






Pro Tip

Assign mentors or “buddy coaches” to new users to accelerate comfort with tech and process.

SYSTEM SETUP & COMMUNICATION

Start new team members strong with early access, practice, and support.

CHECKLIST ITEM	PRO TIPS
<p>Customize messaging to educators around fall coaching goals</p> 	<p>Prepare email or newsletter content that sets expectations and builds buy-in</p>
<p>Draft intro emails with login instructions</p> 	<p>Help new users get started with personalized onboarding messages and resources</p>
<p>Embed coaching timelines into PD calendars</p> 	<p>Integrate coaching checkpoints and cycles into school-wide training schedules.</p>



Pro Tip

Integrate coaching checkpoints and cycles into school-wide training schedules