Major Tasks of Mentors and Coaches

In transforming student and learning supports, the essential role of coaches and mentors is to prepare leaders to

- Deepen understanding of and enhance committed readiness for what is involved in
  >unifying & developing a comprehensive learning supports system
  >making systemic changes

- Establish and build the capacity of the administrative leader for the learning supports component and of a Learning Supports Leadership Team

- Engage a critical mass of key stakeholder groups (building interest and consensus for the work and garnering feedback and support)

- Guide development of a design document and strategic system change plan

- Establish and build the capacity of a set of system change mechanisms

- Build the capacity of work group(s) to
  >map prevailing status of student and learning supports within the district (e.g.,
    current activity, gaps, redundancies, priority needs, etc.) using the intervention
    framework in the design document
  >analyze the resource map and priority needs and recommend
      >>how to unify the work into a system
      >>yearly priorities for developing the system into a comprehensive approach
  >analyze and recommend changes that fit with the design for a unified and
    comprehensive system of learning supports with respect to
      >>current policies (bulletins, guidelines, etc.)
      >>current operational infrastructure
      >>current programs and initiatives
      >>possible ways to redeploy resources
      >>adapt benchmarks & mechanisms to monitor progress at district/school levels

- Provide a set of recommendations for change that will be submitted to the agency head (e.g., changes in policy and operational infrastructure)

- Fully integrate the system as a primary and essential component of school improvement

- Enhance component visibility, communication, sharing, and problem solving (e.g., within the district and beyond)

- Establish a system for continuous quality improvement and evaluation of impact and integrate it into regular planning, evaluation, and accountability

- Connect resources to enhance effectiveness and achieve economies of scale (e.g., weave resources at SEA/LEA levels; connect a "Family" of schools/a feeder pattern)

- Enhance outreach to establish formal collaborative linkages with community resources

- Update and deepen resource mapping and analyses

- Plan and implement continuous capacity building and technical assistance

- Celebrate progress