

Contents

Preface	xi
Acknowledgments	xv
About the Author	xvii
Chapter 1: Articulate the WHY	1
Introduction	1
WHY Blended Learning?	2
Getting Teachers On Board With the WHY	5
The HOW: Best Practices	7
The WHAT: Branding the Shift to Blended Learning	9
Eight Ways to Strengthen Your School Community	11
Book Study Questions	15
Chapter 2: A Roadmap for Building a Professional Learning Infrastructure	17
Introduction	17
Blended Learning Demands a New Approach to Professional Learning	18
Professional Development: Defining the Scope	19
The Spark: On-Site Targeted Training Led by an Expert	22
One-on-One Coaching	23
Professional Learning Communities (PLCs)	24
Wrap Up	26
Book Study Questions	27
Chapter 3: Blended Learning Requires Effective Professional Development	29
Introduction	29
Traditional Professional Development Is Largely Ineffective	30

Elements of Effective Professional Development	31
Leaders Must Lean In	40
Wrap Up	41
Book Study Questions	42
Chapter 4: The Blended Learning Coach	43
Introduction	43
Coaching in a Blended Learning Context	44
Elements of Effective Coaching	45
Blended Learning Coaches Continue the Learning	47
Redefining Teacher and Student Roles in a Blended Learning Environment	48
A Quick Review of Blended Learning Models	49
Blended Learning: Establish a Clear Plan	52
Challenges Facing the Creation of a Coaching Culture	52
Wrap Up	55
Book Study Questions	56
Chapter 5: Coaching: Initial Conversation and Goal Setting	57
Introduction	57
The Power of Dialogic Interviews	58
SMART Goal Setting	60
Wrap Up	66
Book Study Questions	66
Chapter 6: Coaching: Initial Observation and Debrief	67
Introduction	67
Coaching Must Be a Partnership	68
What's the Goal of the Initial Observation?	70
Communicating With Students	73
The Debrief	74
Revisit SMART Goals	76
Wrap Up	76
Book Study Questions	76
Chapter 7: Coaching: Co-lesson Planning	79
Introduction	79
Communicate With the Teacher Ahead of Time	80
Meet Outside of the Classroom	80
Identify the Goals	81
Keep the Lesson Manageable: Think Big, but Start Small	81

Provide Templates to Help Teachers Design Blended Lessons	82
Don't Just Plan the Lesson, Create It	84
Reflect on the Role of Technology in the Lesson	85
Dealing With Details	87
Wrap Up	88
Book Study Questions	89
Chapter 8: Coaching: Real-Time Coaching	91
Introduction	91
Pre-lesson Chat: Review Lesson and Establish Norms for Real-Time Coaching	92
Real-Time Coaching: "Pause, Discuss, Adjust"	94
Document the Parts of the Lesson	96
Written Feedback Using a Blended Learning Rubric	96
Wrap Up	105
Book Study Questions	105
Chapter 9: Coaching: Model Lessons and Co-teaching	107
Introduction	107
Designing and Teaching a Model Lesson	108
Model Lesson Checklist	109
Co-teaching	113
Wrap Up	116
Book Study Questions	117
Chapter 10: Coaching: Documenting, Reflecting, and Revisiting	119
Introduction	119
Dedicating Time, Energy, and Space to Reflection	120
Becoming a Reflective Practitioner	121
Reflect Using Documentation	124
Using Digital Tools to Reflect	126
Revisit SMART Goals	127
Next Steps: Developing an Action Plan	128
Wrap Up	129
Book Study Questions	129
Chapter 11: Virtual Coaching	131
Introduction	131
Real-Time Coaching: Challenges of Scale	132
Blended Offline and Online Coaching in Large Districts	134
Benefits and Limitations of Virtual Coaching	134

Virtual Spin on the Coaching Cycle	135
Technology Toolbox for Virtual Coaching	142
Staying Organized With Google Calendar	142
Wrap Up	143
Book Study Questions	144
Chapter 12: Professional Learning Communities	145
Introduction	145
What Is a Professional Learning Community?	146
The PLC Process	147
Organizing the Teacher Teams Within a PLC	154
Wrap Up	155
Book Study Questions	155
References	157
Index	161