

Appendix A Instructions for Completing Chapter 8 Forms

1. Review all forms prior to conducting a coaching session. The *Session 1 Coaching Protocol* is adapted for the first session. The *Standard COMPASS Coaching Protocol* describes the steps to complete for the remaining coaching sessions.
2. The *Coaching Checklist* provides a list of forms, information, and equipment to gather and use for the coaching session. Attached at the bottom of the checklist is information on the date and time of the next coaching session that can be torn from the bottom and given to the teacher.
3. The *Goal Attainment Scale (GAS) Form* is used to monitor the progress of the measurable objective. Indicate the student's rating following each observation during the coaching session. Also indicate if the skill was actually observed or not and if the goal changed since the last session. Note the domain of the skill and whether the student has been performing at the level observed for at least 2 weeks.
4. The *Teacher Interview for Coaching Form* provides the questions to ask during the coaching session. It is recommended that the teacher be provided a copy of this interview at the time that the questions are presented. This assists the teacher in organizing information in advance.
5. The *COMPASS Coaching Summary Template* provides a recommended outline for the coaching summary report. What was observed is described first, followed by the discussion for each objective. The discussion information comes from the responses to the *Teacher Interview for Coaching Form*. Goal attainment for each of the three objectives is reported. What is observed and what the teacher reports as the level of skill most consistently performed are noted. Finally, the last part of the coaching summary is a specific description of future plans. Future plans include the date and time of the next coaching session. It also includes any descriptions of modifications and/or adaptations to make in the teaching plan or instructional approach. Other information and resources might also be included. An example of a completed summary is in the case study of Anthony.
6. The next two forms are designed to evaluate the teacher perceptions of the coaching session. The *COMPASS Coaching Feedback Form* assesses satisfaction and the *COMPASS Coaching Fidelity Checklist* assesses the degree to which the consultant followed and adhered to the procedures of the coaching session. It is suggested that these forms be given every other session so that the teacher does not grow fatigued with completing many forms. The forms can be administered together or separately, every other time. The coach reviews the forms and makes adjustments based on the feedback.
7. After each coaching session, the *COMPASS Coaching Impressions Scale* is completed by the consultant. Note that item 10 is the most important question and refers to how well the teacher followed through with the recommendations and teaching plan.
8. Two additional measures—the *Autism Engagement Rating Scale* and the *Teacher Engagement Rating Scale*—provide information on the quality of the student's engagement and teacher instruction during the teaching situations. Higher scores