

Jordan School District
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: Thursday, July 3, 2025

TO: Administrators

FROM: Carolyn Gough, Administrator of Teaching & Learning
Amanda Bollinger, Associate Administrator, Teaching & Learning

SUBJECT: First Instructional Coaching Endorsement Administrator Cohort

Dear Administrators,

We are excited to announce the launch of our first ever Instructional Coaching Endorsement for Administrators program. This professional development opportunity is open to all administrators and is designed to deepen your skills in instructional coaching and leadership.

Program Structure:

Hybrid Format: Each course includes reading assignments, Canvas course assignments to be completed between classes, and 10 hours of in-person training. All requirements will be completed during the 2025-26 school year.

Attendance Requirement: Participants may not miss more than one class per course to receive credit.

Three Required Courses:

- Foundations of Instructional Coaching
- Adult Learning Theory
- Instructional Design and Assessment

Two Required Competencies: (Both competencies will be evaluated and passed off by a Teaching & Learning administrator.)

- Strategies for Effective Instructional Delivery
- Effective Leadership and Collaboration

Credit for Previously Completed Coursework:

USBE allows credit for approved university courses taken within the last five years. If you

have completed any of the following courses recently, you may be eligible for credit toward the endorsement.

Area 1: Foundations of Instructional Coaching

- ITLS or TEAL 6400 (Utah State University)
- CHF/ECED 4201 (Weber State)
- EDU 6440 or EDU 6950: 046 or ELP 6320 (University of Utah)
- EDUC 5411 or 6411 (Utah Valley University)

Area 2: Adult Learning Theory

- ITLS 6720 or ASTE 6160 (Utah State University)
- CHF/ECED 4202 (Weber State)
- EDU 6441 or EDU 6950: 031 or ELP 6200 or ELP 5412/6412 (University of Utah)
- EDUC 6412 (Utah Valley University)

Area 3: Instructional Design and Assessment

- CHF/ECED 4203 (Weber State)
- EDU 6442 or EDU 6950: 034 or ELP 6310 (University of Utah)
- ITLS 6520 (Utah State University)
- EDUC 5300 or 6320 (Utah Valley University)

Next Steps:

- Look at the schedule to ensure availability:
[2025-26 Instructional Coaching Admin Endorsement Schedule](#)
- Complete the endorsement application: [Administrator Coaching Endorsement Sign Up](#)

If you have completed any of the courses listed for credit in the last five years, or if you have questions about eligibility or the application process, please reach out.

To ensure the cohort is viable and worthwhile, we need sufficient interest and a minimum number of administrators to enroll. If you are interested, please let us know as soon as possible.

We look forward to supporting your professional growth through this new endorsement.