

**Exhibit 1 of Coach-School(s) Agreement Template:
Statement of Work**

1. Description of services (Sample services for a lead coach)
 - a. If school is having a third-party Institutional Assessment: Attends the final presentation by the Assessment Consultant. Helps the school to understand the implications of the assessment findings and to build a plan based on defined focus areas of work. Fully reviews, understands and integrates the results of the Institutional Assessment into his/her work.
 - b. Coaches and consults with the school to address multiple focus areas (i.e., admission, fundraising, vision and mission, strategic planning, business management, board effectiveness/governance, marketing, etc.) that result in increased student enrollment and financial resources and stability.
 - c. Manages the consulting process and maintains open and ongoing communication with all client(s).
 - d. Helps those within the school to acquire knowledge and skills so that they can implement and sustain the work.
 - e. Stays informed about the school's progress against work plans created and documented by the school for specific areas of work (i.e., increasing student enrollment). Builds awareness of workflow, pacing or timeline issues.
 - f. Supports the development of leadership skills among professional and lay leaders.
 - g. Conducts work within own areas of focused expertise.
 - h. Reports the status of work to the school.
 - i. Helps school in preparing and filing reports to funders, if applicable.
 - j. May identify the need for Focused Expertise Coaches. May also recommend Focused Expertise Coaches to the school. The school, however, will make final decisions regarding the engagement of Focused Expertise Coaches and will manage contracts and coordinate with them.
 - k. If a Focused Expertise Coach is also working with the school: Coordinates work being done by the Lead Coach and Focused Expertise Coaches working within the same school in order to identify and communicate connections across various projects, monitor timing and flow of work across multiple projects, identify duplications in work, increase efficiencies by consultants, etc.
 - l. If a Focused Expertise Coach is also working with the school: Collaborates with Focused Expertise Coaches and "thinks together" about how to address specific school issues as needed.
 - m. [Add any other specific items as agreed to by coach and school]
2. Compensation
 - a. Coaches will be compensated directly by the School for time spent engaged in activities described above.
 - b. [In the case of a Consortium, the Coach may expect to invoice the Consortium as a whole and receive one payment on behalf of all Consortium members for each invoice submitted.]
3. Schedule of Deliverables
 - a. [specify any deliverables due from Coach to School here]
4. Term
 - a. The term of this Agreement shall be from [start date] to [end date], unless sooner terminated pursuant to the Coach-School Agreement.