HEAD START PROCEDURES FOR:
TRAINING & PROFESSIONAL DEVELOPMENT PROCEDURES
COACHING
COMPONENT: CENTER FOR YOUNG LEARNERS

1.0   **Scope: <u>Performance Standard 1302.92(c)(d) Research-based</u>**
      <u>Coordinated Coaching Strategy for Education Staff</u>

2.0   **Responsibility**:
        2.1   Head Start Director
        2.2   Grantee/Delegate Consultants
        2.3   Classroom Staff

3.0   **Resources**:
        3.1   Head Start Consultants
        3.2   School Readiness Goals
        3.3   Curriculum
        3.4   Self-Assessment
        3.5   Strengths and Needs Assessment
        3.6   CLASS//ITERS/PQA Reports
        3.7   GOLD Assessments
        3.8   CLI Engage Assessment
        3.9   Coaching Monitoring Chart
        3.10   My Teachstone
        3.11   ~~myHeadStart~~ GoEngage
        3.12   Coaching Contract
        3.13   Action Plan
        3.14   Coaching Tally
        3.15   Program Improvement Plan
        3.16   Training Documentation
        3.17   Training Notebook
        3.18   CYL Meeting Minutes

4.0   **Procedures**
        4.1   Within the first 6-weeks all education staff will complete a Strengths and Needs assessment in ~~myHeadStart~~ the web-based data system. Other forms of assessment include CLASS/ITERS/PQA, Child Outcome Data from GOLD, data from CLI Engage, Learning Environment Checklist, Observation Notes, and staff tenure. The coaching monitoring chart will highlight strengths and areas of needed support to identify staff who would benefit most from intensive coaching. Staff's willingness to participate in intensive coaching will also be taken into consideration. During times of pandemic, coaching and mentoring will be on-going via telephone and/or virtual platforms, such as Zoom, FaceTime, email, when in-person is not possible. CLASS observations and Learning Environment Checklists may be conducted/completed via video (for CLASS) and Zoom or FaceTime (for Environmental Checklists).

4.2   Education staff identified through the process in 4.1 will receive intensive coaching using the Practice Based Coaching Model. Intensive coaching includes the following:

     4.2.1   The Coaching Contract describes the commitment of each partner.

     4.2.2   To encourage effective teaching practices, the Coaching Process is used to develop:

          4.2.2.1 Shared Goals and Action Planning

          4.2.2.2 Focused Observations

          4.2.2.3 Reflection and Feedback

          4.2.2.4 Supportive Presence

4.3   Staff not identified for intensive coaching are visited by education consultants/coaches on an as needed basis.
Mentor/coaches observe, model and provide supportive and constructive feedback to staff.
The professional development includes:

     4.3.1 Identifying strengths and needs

     4.3.2 Setting goals to improve teaching practices and child school readiness outcomes

     4.3.3 Creating action plans to achieve those goals

     4.3.4 Modeling of effective practices

     4.3.5 Sharing resources such as, but not limited to TeacherTime, ELOF, NCECDTL Learning Suites, CLI Engage.

     4.3.6 Off-site training with highly qualified ESC trainers

4.4   Intensive coaching opportunities are built on the house Framework for Effective Practice.

     4.4.1 Shared goals and action plans are developed using the school readiness goals, research based curriculum, developmentally appropriate practice, and CLASS/ITERS/PQA results which are individualized for each teacher. Other opportunities for professional development are based on needs identified through child outcome data, teacher needs and school readiness. These include on-site training, speakers, conferences and webinars.

     4.4.2 Coaching goals and progress are shared and discussed through open communication between the coach, education consultants, and program directors.

     4.4.3 Goals are **SMART**: Specific, Measurable, Achievable, Realistic, and Timely. They are tied to a specific practice, observable, measurable, and

achievable within a defined timeframe. Individual teacher goals relate back to the program's goals as they are stated in the School Readiness Goals and the Program Improvement Plan. An action plan is developed that identifies specific small steps to take to achieve each goal. These are shared through platforms such as My Teachstone (delegate) and ~~myHeadStart~~ the web-based data system.

4.5   Assessment results are used to identify staff in need of constructive support, not punitive actions. Intensive coaching is the process of goal setting and working on action plans with small steps so that staff have sufficient time to improve. Practice-based coaching is conducted from August to May.

4.6   Region 14/15 utilizes the practice based coaching model and does not need to develop another professional development plan. {1302.92 (d)}

5.0   Associated documents

5.1   Head Start Grant
5.2   Operational Plan
5.3   ESC Head Start Training Plan
5.4   CLASS/ITERS/PQA Reports
5.5   GOLD Assessment Reports
5.6   Individual Goals and Training Plan
5.7   CLI Engage Assessment Reports

6.0   Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
CLASS/ITERS/PQA Reports	print/ electronic	File Cabinet/ Google Doc	7 years	Shredded/ Deleted	Locked/ Password protected
GOLD /CLI Engage Assessment Reports	Print	ESC files	7 years	Shredded	Locked cabinet
CYL Meetings Minutes	Print	CYL Binder	7 years	Shredded	Locked Office
Visit Reports	Print/ electronic	File Cabinet/ Google Doc	7 years	Shredded/ Deleted	Locked

					Password protected
Individual goals and training logs for classroom staff	print/ electronic	File Cabinet/ Google Doc	7 years	Shredded/ Deleted	Locked/ Password protected
Coaching Needs Assessment, Contract and Rubric	Print	ESC Files	7 years	Shredded	Locked cabinet

7.0 **Monitoring**:
    7.1   Program Monitoring
    7.2   Visit Reports
    7.3   Coaching Tally

8.0 **Revision History**:

Date:	Revision#	Description of Revision
5/30/2017		
6-18	3.7 4.1 3.9 4.4.2 4.4.3 4.4.4 5.7	Added data from CLI Engage Added Added ESC and ELI Engage Delete (on a regular basis) Added platforms such as My Teachstone Added
6-19	3.5, 4.1, 4.41, 5.4 4.2.2.4 4.37	replaced ITERS with ITERS/PQA added removed
6-19	3.10	changed "Coaching Companion" to "myHeadStart"
6-19	4.3	changed "biweekly, monthly, or every six weeks" to" on an as needed basis."

		Removed the following which re-ordered the numbering: 4.4.2 Coaches are certified teachers and ESC consultants with regular experience delivering workshops and other training. Coaches have training in adult learning and utilizing assessment data through Adult Learning Principles from ECLKC, T/TA Specialists and ESC sponsored events. ESC coaches also have training from Teaching Strategies GOLD/CLI Engage on analyzing and using data to improve child outcomes.
3-2020	3.8, 6.0 4.2	Changed "coaching rubric" to "coaching monitoring chart" Added: "Intensive coaching includes the following:"
10-2020	3.15	Changed Professional Development log to Training Documentation
12/1/2020	4.1	add: During times of pandemic, coaching and mentoring will be on-going via telephone and/or virtual platforms, such as Zoom, FaceTime, email, when in-person is not possible. CLASS observations and Environmental Checklists may be conducted/completed via video (for CLASS) and Zoom or FaceTime (for Environmental Checklists).

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5/27/2021	3.5	change: Individual Needs Assessment to: Strengths and Needs Assessment
5/27/2021	4.1	Change: Each year, prior to the beginning of the new school year, all education staff will complete an individual needs assessment To:Within the first 6-weeks all education staff will complete a Strengths and Needs assessment on myHeadStart. Add: Staff's willingness to participate in intensive coaching will also be taken into consideration.
5/27/2021	4.3.2	add: teaching practices and
5/27/2021	4.5	Remove: at least a year long; add: the Replace "intensive" with "Practice-based" Remove: or dependent on time of staff hire
4/29/2022	4.1	changed: Environment to Learning Environment
4/29/2022		Reviewed
12/2022	3.0, 3.11	remove "myHeadStart" replace with "GoEngage"
12/2022	4.0, 4.1	remove "myHeadStart" replace with "the web-based data system"
12/2022	4.0, 4.4, 4.4.3	remove "myHeadStart" replace with "the web-based data system"