

## **Education Monitoring/Supervision Procedure**

**Policy:** Regular and ongoing monitoring and supervision will be utilized to support individual staff professional development, continuous quality improvement, and an adherence to performance standards.

*Performance Standard: 1302.101 Management Systems (a)(2), 1302.102 Achieving Program Goals (b)(1)*

### **Procedure:**

- Head Start lesson plans will be turned into the Education Manager bimonthly as well as Early Head Start Growth Experience Plans. Written feedback will be given to the teachers/caregivers. If necessary, changes will be made to lesson plans and resubmitted. The Teacher Mentor may be asked to provide additional guidance/individuated support regarding lesson planning to teachers/caregivers needing additional support.
- The Teacher Mentor will conduct classroom observation using the ECERS-3 in all Head Start classrooms beginning in October. The Teacher Mentor will conduct classroom observations using the ITERS 3 in all Early Head Start classrooms beginning in December. The Teacher Mentor will work with individual teachers/caregivers to develop an action plan for growth based on the ECERS/ITERS assessment. Follow up assessments will be conducted later in the school year for classrooms receiving low scores. Program data for ECERS/ITERS assessments will be used to target individual as well as program wide professional development needs.
- CLASS Pre-K observations will be conducted by the Education Manager and Teacher Mentor in all Head Start classrooms beginning in November. CLASS Infant and Toddler observations will be conducted in all Early Head Start classrooms beginning in January. The Education Manager and Teacher Mentor will work with teachers/caregivers to target areas of growth as well as mentoring and/or coaching goals based on CLASS assessments. Program data for CLASS assessments will be used to target individual and program wide professional development needs.
- The Education Manager will conduct classroom observations focusing on the implementation of Conscious Discipline powers, skills, and structures using the Conscious Discipline implementation rubrics beginning in February. Teachers will also conduct a self-evaluation using the same rubrics at the end of the school year.
- The teacher mentor will conduct monthly observations in all Head Start classrooms and provide feedback to the teacher and Education Manager. An individualized schedule for observations/feedback/ and mentoring will be developed for teachers new to the program or simply needing additional support.
- The Assistant Education Manager will conduct twice monthly observations in Early Head Start classrooms including partner sites. In addition to providing feedback to the classroom teacher, the observation/action steps/goals will be reviewed with the EHS-CC center director so that the center director may continue to provide guidance, support, and monitoring for partnership staff.

- The Assistant Education Manager will monitor HS and EHS student portfolios in the fall and spring. A monitoring summary will be left in each portfolio/file. A summary will be given to the teacher and Education Manager.
- The Education Manager will conduct monthly general and/or targeted observations in Head Start and Early Head Start-CC partnership sites whose teachers are on action plans, need additional support, teachers new to the program, or experiencing challenges in classroom management.
- The Teacher Mentor, Assistant Education Manager, and Education Manager will visit HS and EHS classrooms as needed/requested regarding children with disability or mental health concerns.
- Classroom teachers may request additional observations/support visits at any time.
- Teachers will submit monthly reports to the Education Manager detailing classroom specific activities, information, etc.
- The Teacher Mentor and Assistant Education Manager will submit monthly reports to the Education Manager detailing classroom observations, coaching/mentoring sessions, etc.