

Education Staff Coaching Procedure

Policy: In order to provide individualized professional development, the education management team will assess all education staff to identify strengths, areas of needed support, and which staff would benefit most from intensive coaching. Opportunities for intensive coaching will be offered to those education staff identified as most benefiting from intensive coaching and will include opportunities to be observed and receive feedback and modeling of effective teaching practices directly related to program performance goals. All staff will receive ongoing professional development and onsite support from the education management team.

Performance Standard 1302.92 Training and Professional Development

Procedure:

- The education management team will review education staff formal assessment results (CLASS, ECERS/ITERS/FCCERS, Conscious Discipline Rubric, High Scope Fidelity tool), staff needs assessments and individual staff goals to determine those education staff who will most benefit from intensive coaching and whether that coaching is best served through expert or peer coaching. (Staff not eligible for coaching will receive ongoing mentoring and support from the education management team and participate in ongoing professional development.)
- All coaches will attend the Practice Based Coaching Coaches' Training and the Practice-Based Coaching model (PBC) will be used to explain the components of the coaching model to coachees
- Coaches and coachees will be given time and space to hold an initial getting to you know you meeting that will include a discussion regarding the coachees goals, expectations for coaching, and completion of the Coaching Agreement.
- Coaches and coachees will work together to create a coaching and meeting schedule. Intensive coaching will take place no less than once a month with every two weeks being the target goal. If peer coaches are being used, peer coaches must arrange for classroom coverage in advance with the appropriate staff. Peer coaching (if applicable) will take place once a month.
- Coaching meetings will include creation of and ongoing review of the coachees action plan. The coach and coachee will use data generated from the action plan to determine individual next steps/new goals, etc.
- Coaches will use coaching strategies from the PBC models that have been agreed upon by both the coach and coachee
- Coaches use both supportive and constructive feedback strategies as described in the PBC
- Content from coaching sessions/meetings will not be shared with management staff unless such information is imperative to the ongoing safety of the classroom. Copies of the initial goal will be shared with the Education Manager.
- The Coaching Implementation team will meet once per quarter to share general feedback regarding coaching progress, systematic changes needed, etc.
- Coaching data will include frequency of visits, change in assessment results from pre and post assessments, and action plan data.