

Classroom Assessment Scoring System (CLASS)

Head Start Performance Standard

§ 1302.92 (c)

Policy

Our program uses Infant, Toddler and Pre-K Classroom Assessment Scoring System (CLASS) to assess teacher effectiveness and the quality of interactions in the classroom. Community Action uses data from CLASS observations to identify strengths and areas for growth and to inform plans for training and professional development. Classrooms that fall below the thresholds for quality, as determined by the Office of Head Start, will be given opportunities for coaching and/or other supports to improve their skills and thus their scores. Program Area Supervisors (PAS) are responsible for developing a support plan for with staff to increase those scores to meet or exceed the thresholds.

Procedure

Formal CLASS observations occur each Fall and again in the Winter and Early Spring.

CLASS observations will be done through a random sampling of 1/3 of our Duration preschool program classrooms. These will take place in the Fall and again in the Spring. All Early Head Start Center Based classrooms will continue to receive observations.

The Education Services Supervisor, Education Specialists, Behavior Specialists and will become CLASS reliable and renew reliability annually.

- All CLASS reliable observers will dual code with another reliable observer at least once every program year. They may request to dual code in both the fall and winter observation cycles if they wish.

The Education Specialists will perform all formal CLASS observations, unless other reliable observers request to complete one or more individual observations in addition to dual coding.

The observer (or one of the observers in the case of dual coding) will complete an observation summary form, which will include specific examples of demonstrated skills. The observer will indicate if the scores fall within the low, mid, or high ranges. Staff may choose **not** to receive feedback if all dimensions scored above the quality thresholds established by the Office of Head Start. If feedback is given:

- The observer (or the Education Specialist, when one participated in dual coding) will review summary with the classroom staff within two weeks of the observation. The conversation may take place in person, virtually, or by phone depending on the schedules and needs of the staff and the Education Specialists.
- Staff may request specific feedback for areas of growth. If so, the observer may provide them with one or two opportunities for growth that will have the biggest overall impact. The observer will then offer to connect them with their assigned Education Specialist (in the case of other personnel providing the observation summary). Those staff will be offered coaching support if they want to engage in it. Or if not, the Education Specialist will provide them with resources and/or strategies they can use to grow their skills.
- The observer will inform the PAS of the results of the CLASS observation following the observation and before providing feedback to the team. The PAS will be invited to the feedback meeting.
- Coaching or Professional Development opportunities will be offered to classrooms falling below the CLASS thresholds for quality. Staff may elect to engage in coaching with the assigned Education Specialist or with their PAS.

- If staff elect coaching with their assigned Education Specialist, they will follow the Practice Based Coaching cycle. See the **Practice Based Coaching P&P**.
- If staff elect not to engage in intensive coaching with an Education Specialist, the PAS is responsible for following up to connect them with opportunities to improve classroom quality.
 - The PAS will complete a **Coaching Agreement** and develop a **Coaching Action Plan** with the supervisee(s). The Education Specialist will provide support for this process if needed.
 - The plan will continue to be reviewed and revised at least every two weeks to add new Professional Development opportunities, and/or adapt the strategies, track progress, and reflect growth until the plan is complete. Updates will be made to the Coaching Action Plan, using the back of the form or additional pages as needed.
 - The PAS will provide a copy of the plan and each subsequent update to the Education Specialist for uploading to the Coaching Log in ChildPlus.
 - A focused observation or informal observation may be used to determine the progress and/or completion of the plan. The observation may be conducted by the Education Specialist (preferred) or the PAS (if CLASS reliable).
- The PAS may request coaching, resources, and/or support for themselves so they can provide support and coaching to the classroom staff. PAS's may also request Education Specialist help in identifying trainings or other opportunities for professional development to share with their supervisees.
- The PAS and Education Specialist will review the progress at their regular check in meetings until the coaching is completed.
- Classrooms falling below the quality threshold in the Fall will be observed again in the Spring in addition to the random 1/3 selected.

Documentation

Coaching provided by the Education Specialists will be documented according to the **Practice Based Coaching Policy and Procedure**. If the PAS provides coaching, a copy of the **Coaching Action Plan** and each subsequent update to the Education Specialist for uploading to the Coaching Log in ChildPlus.

The observer will enter the observation data into the CLASS module of ChildPlus and attach a copy of the summary. The CLASS observation booklet and a print or digital copy of the summary will be sent to the Education Specialist assigned to that classroom. See **Formal CLASS Observation Protocol**.