

Practice Based Coaching

Head Start Performance Standard

§ 1302.92 (c)

Policy

Community Action uses Practice Based Coaching (PBC) to increase quality and child outcomes and support the professional development of education staff in the implementation of effective practices. Coaching aligns with the program's **School Readiness Goals** and curriculum and is guided by the **Coaching Protocols**, located in the **Education Specialist e-Guide** in the Education Folder on the Administration drive. Each Education Specialist and the Education Services Supervisor have access to the e-manual with the **Coaching Protocols** and will provide copies on request.

Our program employs four education specialists to provide PBC to the education staff. Coaching opportunities will be offered to each Home Visitor and education staff in every classroom. The frequency and type of coaching will vary depending on the needs of the staff and children they serve.

Education Specialists work with staff to develop coaching relationships. Through ongoing communication and support, they partner together to create shared understanding of the goals they set. PBC helps the education staff use reflection and feedback to improve practices; use analysis to identify children's needs; refine instructional practices; strengthen leadership skills and improve collaboration skills to achieve the desired outcomes. When staff are in a coaching relationship, they are expected to actively participate in the process.

Procedure

All Teachers, Assistant Teachers, Classroom Aides, Family Services Teachers, Home Visitors, Floaters, long term Substitutes, must complete a **Needs Assessment Form** at the beginning of the program year. The Needs Assessments provide staff with the opportunity to reflect on their practices and knowledge of child development and curriculum. The Needs Assessment is one way for staff to identify program needs.

Any staff member may request coaching for themselves on specific skills or practices. Education Specialists will adjust their schedules as needed, prioritizing staff or classrooms needing more intensive coaching (see **Prevention and Intervention Team Policy and Procedure**), followed by requests for additional support.

Practice Based Coaching may include the following methods:

- Focused observation, goal setting and reflection and feedback
- Individual and/or team coaching
- Together Learning & Collaborating (TLC) or Professional Learning Cohort (PLC)
- Audio and video recording
 - Parent(s)/guardian(s) will be given the opportunity to consent or decline to participate in audio/video recording by completing the **Consent for School Activities** form (Family Information section, line 1) for Center-based programs or the **HB-CC Participation and Release of Audio and Video** form for Home-based and Coffee Creek programs.
 - Before video or audio taping, staff will check the consent forms mentioned above. If a classroom video captures someone for whom consent was **not** given on the above forms, the video will be deleted immediately.

**Community Action Head Start
Washington County, Oregon**

Additional methods of coaching and resources can be found in the **Coaching and Professional Development Options Protocol** located in the **Education Specialist e-Guide**.

Education Specialists will use the information in the Coaching Contacts reports from ChildPlus and results from the **Education Site Visit Snapshot** forms to analyze data to inform the identification of program strengths, support needs for individuals, classroom teams, and possible training needs for the overall program.