Policy:

Each MAHS direct service provider will implement a coaching strategy following the Strengths-Based Coaching® model. MAHS forms will be used to document coaching processes. The staff person who will provide coaching will be the one whose job description is to support the education content area for the site/home-based program (referred to in this policy as Education Coordinator/Coach). The staff person designated as Education Coordinator/Coach will have a minimum of a baccalaureate degree in early childhood education or a baccalaureate degree in a related field with 30 hours of early childhood education coursework. The Education Coordinator/Coach will not be a teacher or a supervisor of teachers.

In addition to overall support of the education content area, Education Coordinator/Coaches will provide intensive individual coaching to at least two teachers/teaching teams/home-based specialists at a time. The Office of Head Start recommends that four hours of the Education Coordinator/Coach’s time be set aside each week for each individual coaching process. Teachers/teaching teams/home-based specialists who would benefit most from intensive coaching may be identified using the following criteria:

- Staff who are new to their position;
- Staff for whom areas to strengthen have been identified through observations and document reviews; or
- Staff who want to enhance existing strengths.

Education Coordinator/Coaches will also facilitate group coaching (communities of practice) for cohorts of 5-6 teaching teams, meeting with them at least monthly. The Office of Head Start recommends that 2 hours of the Education Coordinator/Coach’s time be set aside each week for each group. Topics for group coaching will be based on trends identified in classroom observations and document reviews as well as Individual Professional Development Plans. The following ratios of Education Coordinator/Coach to teaching staff will be met:

- If classrooms are located at one site, the Education Coordinator/Coach will support as many as 10 teaching teams.
- If classrooms are located at multiple sites, the Education Coordinator/Coach will support 6-8 teaching teams.
- The Education Coordinator/Coach will support as many as 10 home-based specialists.
• If a direct service provider employs a combination of teaching teams and home-based specialists, the Education Coordinator/Coach will support 6-8 teaching teams and home-based specialists combined.

• If an Education Coordinator/Coach is designated as the Education Manager in a Tier 3 direct service provider, that person may work with 2-4 classrooms in addition to managing the education content area.

If a direct service provider experiences challenges with meeting these ratios, the direct service provider may discuss a possible waiver with MAHS.

MAHS will convene a group coaching meeting (community of practice) for Education Managers and Education Coordinators/Coaches on the third Wednesday afternoon of each month.

MAHS direct service providers will meet these requirements for the 2018-19 program year. Adherence to the above regulations and this policy is subject to random audit by MAHS staff.

Effective Date: 7/1/2018