Policy:

Each MARC Head Start direct service provider will implement a coaching strategy following the Strengths-Based Coaching® model developed by the Francis Institute. MARC Head Start Coaching Commitment and Coaching Log forms will be used to document coaching processes.

Coaching will be provided to teaching and home visiting staff by the person who also supports the education content area overall (referred to in this policy as Education Coordinator/Coach). 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 is required for the position. Education Coordinators/Coaches will not serve as teaching or home visiting staff. Education Coordinators/Coaches will not serve as supervisors of teaching or home visiting staff.

The following ratios of Education Coordinators/Coaches to teaching and home visiting staff will be met. Education Coordinators/Coaches will support:

- As many as 10 teaching teams, if all classrooms are located at one site;
- From 6-8 teaching teams, if classrooms are located at multiple sites;
- As many as 10 home visitors;
- From 6-8 teaching teams and home visitors in combination;
- From 2-4 teaching teams or home visitors if the Coach is designated as the Education Manager for a Tier 3 direct service provider.

If a direct service provider experiences challenges with meeting these ratios, the direct service provider may discuss the possibility of a waiver with MARC Head Start.

Education Coordinators/Coaches will provide intensive, individualized coaching following the stages of the Strengths-Based Coaching model to at least two teachers, teaching teams, or home visitors at a time. Identification of educators who would benefit most from intensive, individualized coaching will be based on the following criteria:

- Teaching or home visiting staff have participated in training and are working to implement new practices.
- Areas to strengthen have been identified through observation or document review.
- Areas to strengthen have been identified through analysis of data.
- Staff are new to their positions and need coaching for a specific practice in addition to general orientation, training, and support.
- Staff wish to renew teaching or home visiting practices and enhance existing strengths.
Education Coordinators/Coaches will also facilitate group coaching (communities of practice) for cohorts of 5-6 teaching teams or up to 10 home visitors, meeting with them at least monthly. The following criteria will be used to select topics for group coaching:

- Trends have been identified through classroom observation and document review.
- Trends have been identified through analysis of data.
- Trends have been identified in the Individual Professional Development Plans of teaching and home visiting staff.
- Teaching or home visiting staff have requested the topic with a desire to enhance existing strengths.

A community of practice meeting for Education Coordinator/Coaches from around the MARC Head Start network will be convened each month. The meeting will take place on the third Wednesday afternoon in the Broadway Room at MARC.

Adherence to the above regulations and this policy is subject to random monitoring by MARC Head Start staff.

Effective Date: July 1, 2018