Guidelines for Using Education Coordinator and Coaching Documents

Overview

Education managers/ coordinators/ coaches have two roles. They coordinate and provide general support to educators for meeting the standards, policies and procedures of the Education Content Area. They also provide group coaching to all educators and intensive coaching to those who would benefit most. Coaching is provided following the Strengths-Based Coaching® model.

Four forms are available for documenting the work of education managers/ coordinators/ coaches with educators. These include the Coaching Commitment form, the Coaching Goals and Strategies form, the Coaching Log form and the Education Coordinator Contact form.

Form 4030a: Coaching Commitment

MARC Policy 4030 states that "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-based staff at a time.

The Coaching Commitment form can be used at the beginning of an intensive coaching process. Reviewing the commitment of the educator and the coach is a way to discuss what will take place during the coaching process. Coaching commitment forms do not need to be signed by all educators; only those receiving intensive coaching.

Program/School_____
Classroom_____

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Coaching Commitment

I, as the Coach, agree to:

- Support the educator to assess strengths and areas to strengthen in effective instructional practices.
- Develop an individualized plan with the educator that includes goals related to improving outcomes for all children.
- Help the educator identify steps for achieving goals along with a timeline and the person responsible for each step. Implement identified strategies according to agreed-upon timelines.
- Schedule, plan, and facilitate onsite visits and coaching sessions.
- Provide support such as observing the educator's current practices, sitting side-by-side to analyze video of teaching practice, providing constructive feedback, sharing resources, and providing models of effective practices.
- (Other)_____
  _____
  _____

Signature_____

Date_____

I, as the Educator, agree to:

- Actively engage in coaching sessions through assessing my strengths and areas to strengthen, asking questions, sharing information, and reflecting.
- Identify goals and the strategies to achieve those goals along with a timeline in collaboration with the coach. Implement identified strategies according to agreed-upon timelines.
- Be open to being observed, being recorded, sitting side-by-side with the coach to analyze video of my teaching practice and receiving constructive feedback.
- Apply and analyze teaching practices related to my goals with the support of my coach.
- (Other)_____
  _____
  _____

Signature_____

Date_____

Form 4030b: Coaching Goals and Strategies

The Coaching Goals and Strategies form can be used if coaches and educators want to identify a series of strategies toward meeting the goal. Use of this form is optional. Some coaches and educators prefer to identify one strategy at a time on the Coaching Log form.

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Goals and Strategies

Program/School_____
Classroom_____

Goal:			
Strategy/Next Step	Person Responsible	Follow-Up Date Date Completed	Resources/References
Strategy/Next Step	Person Responsible	Follow-Up Date Date Completed	Resources/References
Strategy/Next Step	Person Responsible	Follow-Up Date Date Completed	Resources/References
Strategy/Next Step	Person Responsible	Follow-Up Date Date Completed	Resources/References
Strategy/Next Step	Person Responsible	Follow-Up Date Date Completed	Resources/References

Educator Signature_____ **Coach Signature**_____

Date_____ **Date**_____

Form 4030c: Coaching Log

The Coaching Log will be used by coaches to document the coaching process. The stages of the Strengths-Based Coaching model will be identified. Notes about the session will be written. Next steps and strategies with timelines will be documented.

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Coaching Log

Program/School_____
Classroom_____

Coach_____ Educator(s)_____

Date_____ Time Started_____ Time Ended_____

Stage:	**Notes / Reflections:**
☐ Get Started ☐ Gather Information ☐ Conduct Assessment (Observation, Document Review, Data Analysis) ☐ Identify Goals & Strategies ☐ Support Implementation (Demonstration, Side-by-Side, Co-Observation, Modeling, Provide Resource / Information) ☐ Review Progress ☐ Conclude Coaching	

Goal:	
Coach: Next Steps / Strategies	Follow-Up Date
Educator(s): Next Steps / Strategies	Follow-Up Date

Next Meeting_____ Coach Signature_____

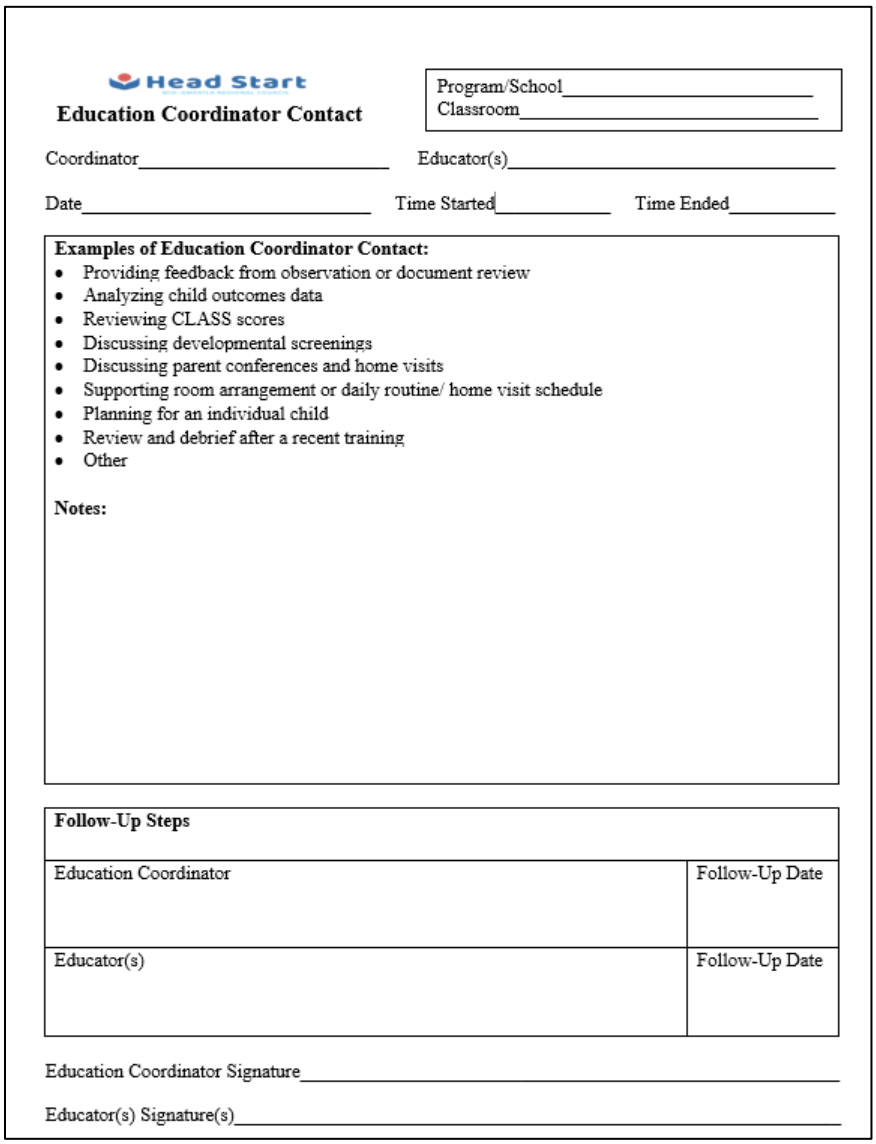
Educator(s) Signature(s)_____

Documentation of Group Coaching

Coaches may document group coaching sessions however they choose. The Coaching Log could be used. An agenda and sign-in sheet could be used. Another form of documentation created by the coach or provider could be used.

Form 4030d: Education Coordinator Contact

There are times when education coordinators may want to document their contact with educators in circumstances other than coaching. The Education Coordinator Contact form may be used for those occasions. Another form of documentation created by the education coordinator could also be used.



Head Start

Education Coordinator Contact

Program/School_____
Classroom_____

Coordinator_____ Educator(s)_____

Date_____ Time Started_____ Time Ended_____

Examples of Education Coordinator Contact:

- Providing feedback from observation or document review
- Analyzing child outcomes data
- Reviewing CLASS scores
- Discussing developmental screenings
- Discussing parent conferences and home visits
- Supporting room arrangement or daily routine/ home visit schedule
- Planning for an individual child
- Review and debrief after a recent training
- Other

Notes:

Follow-Up Steps	
Education Coordinator	Follow-Up Date
Educator(s)	Follow-Up Date

Education Coordinator Signature_____

Educator(s) Signature(s)_____

Form 4030f—Education 2025