| Department: Education | Approval Date: Policy Approved 5/13/2025 | Procedure Number: 4030 |
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| Regulation Number: 1302.91(f) 1302.92(c) MARC HS Policy 4030 | Regulation Topic: Education and Child Development | Procedure Title: Coaching Strategy |

# Procedures:

In support of coaching efforts required with MARC Policy 4030, MARC Head Start staff will:

- Arrange for Strengths-Based Coaching training annually.
- Provide *Coaching Commitment, Goals and Strategies, Coaching Log* and *Education Coordinator Contact* (Forms 4030a-d)) to education coordinators/coaches.
- Review the direct service providers' policies and procedures related to coaching and offer feedback.
- Provide, or monitor the provision of coaching for teaching and home visiting staff at the direct service providers.
- Provide *MARC Guidelines for Uploading Group Coaching into ChildPlus* (Form 4030e). Review the documentation of monthly group coaching meetings that are uploaded into ChildPlus.
- Provide *MARC Guidelines for Using Education Coordinator and Coaching Forms* (Form 4030f).
- Convene a community of practice meeting for education coordinators/coaches from around the MARC Head Start network on the third Wednesday afternoon of each month.

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

Effective Date: July 1, 2025