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| Month |  Education Coach Focus |
| Monthly/Ongoing | * Visiting each classroom on a monthly basis
* Keep calendar updated on Outlook
* Collecting and monitoring weekly lesson plans for curriculum implementation with fidelity
* Classroom Support Plans
* Awareness of Active Supervision Plan
* Disabilities – IEP’s in ChildPlus
* 100% GSRP Family concerns & follow up
* Child Mental Health referrals
* Family Engagement Activities – school readiness
* MTSS/Building Blocks meetings – attending
* Monthly Newsletters
* Portfolio contents
* Anecdotals – Education Staff completing
* GOLD completion
* ISD Meetings
* Individual/team trainings with teams as needed
* Assisting with interviews as needed
* New Staff Binder
* Add new teaching staff to Learning Genie
* Attending one home visit or PTC per year with each teacher
 |
| August | * 1st COP\*
* Professional Development Plans\*
* PBC Needs Assessments with Education Staff
* PBC Coachee Contract
* PBC Action Plans completed w/Coachee
* Assisting in filling the 100% GSRP classrooms
* Individualized training for teachers/teams revolving around the Creative Curriculum
* Discussions about Open House
* Classroom Environment Checklist as needed
* Guiding classrooms set-up using Creative Curriculum
 |
| September | * Teacher completes ELLCO\*
* Coach completes ELLCO\*
* Teacher completes Mental Health checklist\*
* Head Start Family Style Meal Observation\*
* PBC Needs Assessment with Education Staff
* PBC Coachee Contract
* PBC Action Plans completed w/Coachee
* Fidelity checklist – Physical Environment\* and as needed throughout the year
* Recap with Teacher\*
 |
| October | * Completion of ESI-R/ASQ screenings – October 19th for Head Start, 2 weeks for all GSRP – September 19th
* Coach completes Lesson Plan Review\*
* Fidelity checklist – Content areas & Curriculum\* and as needed throughout the year
* PBC Focused Observations\*
* Recap with Teacher\*
 |
| November | * CLASS observation (record on ChildPlus)
* Mental Health observation\*
* PBC Focused Observations\*
* Completion of 1st home visit end of November
* 1st GOLD assessment due – November 17th
* Recap with Teacher\*
 |
| December | * Glow and Grows observation\*
* PBC Focused Observations\*
* PTC’s begin
* ESI-R rescreens
* Education File Review – ½ of class
* Parent Advisory Meetings\*
* COP\* - share CLASS and GOLD data
* Recap with Teacher\*
 |
| January | * Glows and Grows observation\*
* PBC Focused Observations\*
* Completion of Parent Teacher Conferences
* ESI-R rescreens
* Teacher completes Mental Health checklist\*
* Coaches complete Lesson Plan Review\*
* Recap with Teacher\*
 |
| February | * Glows and Grows observation\*
* PBC Focused Observations\*
* COP\* - share GOLD data
* Teacher completes ELLCO\*
* 2nd GOLD assessment due – February 16th
* Recap with Teacher\*
 |
| March | * Glows and Grows observation\*
* PBC Focused Observations\*
* Coach completes Lesson Plan Review\*
* Education File Review – ½ of class
* Recap with Teacher\*
 |
| April | * CLASS observations (record on ChildPlus)
* PBC Focused Observations\*
* Duration Classrooms Coach or Teacher completes ELLCO\*
* Completion of 2nd home visit
* Recap with Teacher\*
 |
| May | * PBC Focused Observations\* (Duration)
* Transfer of Records
* IEP meetings as needed
* Meetings with School Personnel
* Parent Advisory Meetings\*
* COP\* - share CLASS and GOLD data
* Completion of 2nd Parent Teacher Conferences
* 3rd GOLD assessment due – week before child’s last day of school
 |
| June | * Deliver Transfer of Records to schools
* 100% GSRP Class lists
* Collect center boxes
 |
| **Home Visit/Parent Teacher Conference Schedule and GOLD due dates** 1st HV HS/GSRP – August - November – Send Child and Family School Readiness Plans to Chris1st GOLD Assessment Due (11/17/23) 1st PTC HS/GSRP – December - January - Send Child and Family School Readiness Plans to Chris2nd GOLD Assessment Due (2/16/24) 2nd HV HS/GSRP – February - April - Send Child and Family School Readiness Plans to Chris3rd GOLD Assessment Due (week before children end) 2nd PTC HS/GSRP (held last week of school) - Send Child and Family School Readiness Plans to Chris |

\*Turn in paperwork to Education Coach Manager or scanned into Google docs

7/23 EHS-HS Teams\Coaching\Observation Schedule