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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 Chris  1st GOLD Assessment Due (11/17/23)  1st PTC HS/GSRP – December - January - Send Child and Family School Readiness Plans to Chris  2nd GOLD Assessment Due (2/16/24)  2nd HV HS/GSRP – February - April - Send Child and Family School Readiness Plans to Chris  3rd 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