

Education Specialist Support

Head Start Performance Standard

§ 1302.92 (c)

§ 1302.102 (b) (1) (i), (ii),

§ 1302.102 (c) (1), (2) (i)

Policy

Community Action employs Education Specialists to provide ongoing support and coaching to our education staff members. In addition to coaching (see **Practice Based Coaching Policy and Procedure**), Education Specialists will provide staff with support to ensure fidelity to the curriculum, safety, and education policies and procedures. Education Specialists will visit each classroom/ Home Visitor to build relationships with the staff members, observe the classroom/home visit, observe teaching/home visiting practices, and provide specific, meaningful feedback from a strengths-based perspective.

Education Specialists will use the Education Snapshot Form in all preschool classrooms and the Home Based Education Snapshot form with all Home Visitors. Education Specialists will provide staff with information, resources, ideas, and other supports as requested or to meet an identified need. PAS's are responsible for follow up regarding findings directly related to policies and procedures as well as observations. PAS's may review the snapshot data in ChildPlus as needed if concerns regarding Policies and Procedures arise. Snapshot data may also be reviewed as part of the Prevention and Intervention Team Support. Staff will be informed prior to Snapshot data being reviewed by anyone as part of any kind of support planning.

Early Head Start classrooms and Coffee Creek staff will get regular check-ins with their assigned Education Specialist to discuss their needs for support, which may include the Education Specialist joining a team meeting, class time or class visits for Coffee Creek.

Education Specialists will attend monthly check in meetings with Program Area Supervisors (PAS's), and when possible, together with the Behavior Specialist. Every effort will be made to include the Behavior Specialists in this meeting. Meetings may be held in person or virtually.

Education Specialists will use the information in the Coaching Contacts reports from ChildPlus and results from the **Education Site Visit Snapshot** forms to analyze data to inform the identification of program strengths, support needs for individuals, classroom teams, and possible training needs for the overall program.

Procedure

Education Specialists will plan a regular schedule for visiting classrooms/home visits using the Education Snapshot/Home Based Education Snapshot form. Strengths-based feedback will be emailed to the teaching team or Home Visitor, along with their PAS after each visit. Early Head Start teaching teams and Coffee Creek staff will have an opportunity to meet with the Education Specialist to talk about their strengths and any opportunities for support or coaching identified by either the Education Specialist or the staff member.

The feedback session is another chance to build the relationship, acknowledge their strengths, successes and growth and identify one or two areas for collaboration with the Education Specialist. Education Specialists will enter data from the site visit in Coaching Contact in ChildPlus and will enter the **Education Snapshot** form into the internal monitoring section of ChildPlus.

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Education Specialists will offer resources, recommendations, training and/or coaching as requested. These will be done either in the moment or as part of a planned follow up developed with the staff member or classroom team. Supervisors are responsible for following up to ensure any necessary corrections regarding policies and procedures have been made.

Support will also be provided, when requested, to any staff member. Support may include any of the following:

- Building adult-child relationships
- Building classroom communities
- Developing classroom agreements
- Revising the environment to meet the needs of the children enrolled
- Brainstorming ideas and solutions
- Supporting classroom and parent events
- Child development
- Developmentally appropriate practices,
- Developmental parenting
- Individualizing planned activities
- Scaffolding activities for various levels of ability
- Use of curriculum
- Daily schedules
- Establishing routines
- Smooth transitions
- Home visit practices
- Observations
- Guided or facilitated play
- Developing and implementing child directed studies
- Implementation and/or revision of rest time routines (in classes where appropriate)
- Identifying and providing visual supports

Education Specialist will coordinate with PAS's and Behavior Specialists to schedule regular monthly check in meetings. These meetings will be a quick check in, allowing the exchange of information and open communication. Before discussing any concerns regarding a classroom, the PAS, Education or Behavior Specialist will ensure the concern has been discussed with the classroom staff prior to the meeting. Then, at the meeting, the conversation with the staff will be reviewed and then next steps will be identified. Next steps will then be shared with the staff by the PAS or Specialists who raised the question or concern, or as otherwise agreed to in the meeting. Topics for discussion may include:

- Sharing the strengths and successes of support.
- Maintain ongoing communication to ensure everyone, including the site staff, are aware of the next steps or status for any needed or ongoing support. Prevention and Intervention Team meetings will be separate from these regular check in meetings.
- Clarify any confusion or misunderstanding regarding support and expectations.
- Review any updates or changes to the Active Supervision and Safety plan, and/or ongoing Education Specialist support.
- Review outcomes from various observation tools, such as CLASS, HoVRS, TPOT, etc.
- Discuss any training requests or training needs observed by the PAS.
- Questions or support for curriculum fidelity and implementation and/or lesson plans.

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Education Specialists can provide resources and brainstorming for supervisors to use in supporting their staff to grow their skills. Support may be provided in a variety of ways:

- Scheduled time to meet with the Education Specialist on site to provide needed support
- Scheduled virtual meetings
- Phone calls, emails, or Teams messages
- Written or video resources
- Observing peers in action

Education Specialists will document all support requests and the subsequent provision of those supports in the Coaching Contact module of ChildPlus.

Coaching responsibilities take precedence over site visits. Every effort will be made to provide ongoing **Education Snapshot** site visits. If any Home Visitor or classroom staff member would like another visit and their assigned Education Specialist is unavailable, another qualified person or the Education Services Supervisor will complete a site visit as needed. The person conducting the site visit is responsible for all data entry and sharing the results of the visit with the assigned Education Specialist. Any needed support or follow up will be completed and documented by the site visitor, unless both the site visitor and the assigned Education Specialist make other arrangements. Staff will be given the choice to meet to talk with their Education Specialist about their site visit/home visit for more specific feedback.

Education Specialists may find additional methods for providing resources in the **Coaching and Professional Development Options Protocol** located in the **Education Specialist e-Guide**.