



Site Monitoring – Education 0-5

GENERAL PLAN/ APPROACH

Classroom site visits are completed by education coaches/supervisors/managers to ensure implementation of early childhood education services for children enrolled in the Early Head Start or Head Start programs. The site visit offers support, coaching and resources for teachers' professional growth and development.

HEAD START PROGRAM PERFORMANCE STANDARDS:

- 1302.101(a)(2) Must implement a system that provides regular and ongoing supervision to support individual staff professional development and continuous program quality improvement
- 1302.102(b)(1) Ongoing compliance oversight and correction

Procedures:

Education Department staff will meet with the Site Managers-within the first two weeks of the return-to-work date. This first contact is an important step in building this core team relationship. The meeting will include discussion and planning for the environment, teaching teams, training and resources, including families and community partnerships.

The Fidelity Tool Teacher Checklist from Creative Curriculum, Environment Section, will be completed before children's first day of class for Head Start (HS), and Early Head Start (EHS). Ongoing monitoring of the environment occurs during site visits and weekly education planning. The Teacher/Specialist-EHS Success Rubric will contribute to defining environment expectations and will be completed by November of the program year.

0-5 education supervisory staff will utilize My Teaching Strategies databases to monitor lesson plans, child individualization, observations, assessment, checkpoints and conferences throughout the year.

Lesson plan review for Head Start and Early Head Start will include: individual child planning, the environment and group activity plans. Education Department staff will provide feedback on planning. Frequency of Lesson Plan review will be individualized based on Teacher/Specialist experience and need. New HS and EHS Teachers/Specialists will have weekly lesson plan reviews for the first month, and then determine the frequency based on their individual need. All HS and EHS staff will have lesson plans reviewed at a minimum monthly.

Head Start:

On-site monitoring visits will be conducted for each assigned class. Head Start Classes will be observed seven times per year for Part Day options and nine times per year for Duration options.

Classroom observations will take place more frequently if needed. Debriefing will occur directly after class has ended or as soon as possible. Two of the visits will utilize CLASS, two of the visits will utilize the Fidelity Tool for Administrators from Creative Curriculum, other visits will be focused observations using the 4:1 Positives (PBIS), or other individualized areas of growth. Home Visits will be observed 4 times a year for Home Based.

0-5 Initial Home Visit & Family Conference Monitoring:

IHV:

Education Supervisors (seasoned staff)

Site Managers (new Staff)

Conferences:

Education Supervisor (new staff)

Site Manager (seasoned staff)

Will monitor and observe an initial home visit and an Ed Sup will switch for observation of family conference per teacher.

The site visit will include completion of the following:

Head Start:

- Site Manager Monthly Safety Checklist
- Home Visit / conference observation form
- HOVRS as scheduled
- 4 to 1 Positives (PBIS)
- CLASS Observation Tool and Feedback Form (September/October, April)
- Assessment Monitoring and Assessment Work Group Tools
- The Fidelity Tool for Administrators from Creative Curriculum
- Focused Observations

Early Head Start:

On-site monitoring visits will be conducted for each assigned class. 7-9 times a year for Part Day/Duration, and Toddler Combo options. EHS Home Visits will be observed 4 times a year for Home Based, 3-1 time a year for Toddler Combo option, and the Part Day option.

0-5 Home-based playgroup programs will be observed quarterly at the minimum.

The site visit will include completion of the following:

Early Head Start:

- Education Monitoring Tool (EMT) Form
- HOVRS as scheduled
- Home Visit / conference observation form
- Assessment Monitoring and Assessment Work Group Tools
- The Fidelity Tool for Administrators from Creative Curriculum

A copy of each of the completed forms will be given to the teacher and site manager after the debriefing has been completed. When concerns or accomplishments are observed or noted, the following options will be implemented:

- Provide on-site training, modeling, and coaching for individual staff and/or the teaching team.
- Staff who are implementing best practice will be identified as a resource.
- Refer staff to available research-based resources and provide the time for their learning and implementation.
- When necessary, in collaboration with the Site Manager, develop a specific Staff Development Plan for the staff member that clearly outlines the areas of concern.
- If all other measures are unsuccessful, a Work Improvement Plan will be developed in collaboration with the Site Manager, for the staff member.
- Coaching (*See Tiered Practice Based Coaching 0-5 policy and procedure*)
- Coaching will be implemented in a variety of formats using Practice-Based Coaching: