

Educational Site Monitoring 0-5

General Plan/Approach

Classroom site visits are completed by the Education Department and Site 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:

1302.31 (a) Center-based programs must ensure teachers and other relevant staff provide responsive care, effective teaching, and an organized learning environment that promotes healthy development.

1302.101(a)(2) Promotes clear and reasonable roles and responsibilities for all staff and provides regular and ongoing staff supervision with meaningful and effective employee engagement practices;

1302.102(b)(1) Ongoing compliance oversight and correction

Oregon Department of Early Learning & Care (DELIC):

414-305-0520 – Program schedule

414-305-0525 – Activity Plan for all children

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.

An environment checklist will be completed before children's first day of class. Ongoing monitoring of the environment occurs during site visits and weekly education planning.

The Education Department will utilize SmartTeach database to monitor lesson plans, child individualization, observations, assessment, checkpoints and conferences throughout the year.

Lesson plan review will include; individual child planning, the environment and group activity plans. The Education Department staff will provide feedback on planning. Frequency of Lesson Plan review will be individualized based on Teacher experience and need.

New Teachers will have weekly lesson plan reviews for the first month, and then determine the frequency based on their individual needs. All classrooms will have lesson plans reviewed at a minimum monthly.

0-5 Classroom:

On-site monitoring visits will be conducted in combination with Site Managers and the Education Department for each assigned class on a monthly basis.

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, one of the visits will utilize the Fidelity Tool for Administrators from Creative Curriculum; other visits will include focused observations including but not limited to the 4:1 Positives (PBIS), Implementation Checklist, Education Monitoring Tool or other individualized tools as assigned.

0-5 Monitoring:

IHV:

The Education Department will observe 1 IHV per new teacher, and other teachers as assigned.

Conferences:

The Education Department will observe 1 conference in the Fall for all new teachers, and other teachers as assigned.

Home-Based Services:

Home Visits will be observed 4 times a year. (2 observations from Education Department and 2 observations from Site Manager)

Playgroups/Socializations will be observed quarterly at the minimum. HOVRS tool will be used for observations as scheduled.

The 0-5 In Center Services Observations will include completion of the following:

- Site Manager Monthly Safety Checklist
- Initial Home Visit / Conference observation form
- 4 to 1 Positives (PBIS) and Implementation Checklist
- CLASS Observation Tool and Summary Form (2X per year)
- The Fidelity Tool for Administrators from Creative Curriculum
- Other observation tools as assigned by the Education Department to support quality services. Such as, Focused Observations, Assessment Monitoring and Assessment Work Group Tools, Education Monitoring Tool (EMT)

A copy of each completed form will be given to the teacher and Site Manager after the debriefing. 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 practices will be identified as a resource.
- Refer staff to available research-based resources and provide the time for their learning and implementation.
- When Universal Supports are not consistently implemented, a Success Plan will be developed for the teaching team.
- When necessary, in collaboration with the Site Manager, develop a specific Staff Development Plan (SDP) for the staff member that clearly outlines the areas of concern.
- If all other measures are unsuccessful, a Work Improvement Plan (WIP) will be developed in collaboration with the Site Manager, for the staff member.
- Coaching (See [Tiered Practice Based Coaching 0-5](#) policy and procedure)

Additional monitoring is completed by the Site Managers, Health Department, Nutrition Department and Safety Resource Manager to ensure child safety and compliance.