

MIAMI DADE COUNTY COMMUNITY ACTION AGENCY
HEAD START/EARLY HEAD START POLICIES AND PROCEDURES

SUBJECT: EDUCATION – MENTORING / MONITORING

PURPOSE:

To provide consultation and coaching to teaching staff to facilitate curriculum, environment, and child development and to provide ongoing monitoring in Education Services to increase teachers skill and children's outcomes.

PROCEDURES:

Mentoring

Curriculum Specialists will provide direct classroom consultation and/or coaching to teaching staff throughout the program year. Each classroom must receive services a minimum of once per month for two to three consecutive hours. Each Curriculum Specialist must perform at least three classroom observations/consultations weekly using the Classroom Observation Feedback Report. Classrooms will be mentored or coached based on special projects or varying needs which will impact frequency while maintaining the minimum requirements.

The Curriculum Specialist will complete the Classroom Observation Feedback Report for every observation / consultation / coaching. The Curriculum Specialist will meet with the teaching staff member(s) the same day, or as soon as possible, to discuss observations and identify follow-up activities. Teaching staff members will receive the white copy of the Report; the Curriculum Specialist will retain the yellow copy for referral to follow-up and inclusion in the classroom team folder. The Curriculum Specialist will provide the pink copy of the Report to the Center Director.

Monitoring

Monitoring will be completed by Curriculum Specialists on every assigned classroom as per the following schedule for ongoing monitoring of Education services:

Form / Tool	Timeline	Comments
Lesson Plan Checklist	Bi-monthly	Can be completed at any time during month as long as every week is monitored
Galileo Checklist	monthly	Can be completed at any time during month as long as data checked is to the previous monitoring
Screening Logs	By 45 th day of program year or new child enrollment date	Recommend a preview monitoring at 30th day to check progress toward completion
Home Visit Feedback Form	3 times per year	Complete within 1 week of conclusion of last Home Visit per class
Environmental Rating Scales with Action Plan	2 times per year	Head Start -Complete by October 31 and March 31 Early Head Start -Complete by October 31 and April 30

As teaching staff complete Parent Teacher Conferences, the Curriculum Specialist will review the Conference Forms and address concerns with the individual staff. Monitoring will be conducted for completeness of documents and quality of information provided. Additional monitoring may be required according to the Center's or classroom's needs.

The following Education related forms will be completed at each Center, by teaching staff and Curriculum Specialists, on every assigned classroom as per the following schedule for Education services:

Form / Tool	Timeline	Comments
Health & Safety Checklist	Specified approx. every other month	
Classroom Inventory	Twice yearly	Used to determine supply needs and verification of CAA HS/EHS owned inventory

The Center Director and Curriculum Specialist will meet at least monthly to discuss mentoring and monitoring plans and results. The Curriculum Specialist will document this meeting on the Education Monthly Information Report. The Center Director will provide follow-up and disciplinary action as needed to individual teaching staff members.

The Education Services Manager will provide additional monitoring and/or technical assistance as needed or upon request.