

Children Services Coaching and Monitoring Report Procedures

Children Services Monitoring Report

Children Services staff monitor classrooms to ensure teachers are implementing effective instructional strategies and making the necessary adjustment to produce positive child outcomes.

Children Services staff schedule at least six on-site center visits or as needed during the calendar year. A Monitor Report is generated after each visit and the Children Services staff share the monitoring data with center staff. The report may include data from informal observations and or/any findings that require correction action. A Monitoring Report requires the signature of the Children Service staff member that prepared the report and the signature of an Area Manager or EHS Center Director.

A copy of the report is shared with the center staff member for follow-up and continuous improvement.

Coaching Report

The NINOS, Inc. Practiced-Based Coaching Approach occurs within the context of a collaborative partnership between a coach and teacher or any other individual relevant to the process. The partnership is implemented to support the teaching staff's professional growth. The approach progresses through phases to create an individual relationship based on the unique strengths, needs, shared understandings, and desired outcomes of the coaches and teachers.

Coaches gather and record data regarding teacher's interactions, documentation and classroom preparation using the Coaching Report. Coaches schedule the number of teacher observations based on the needs of the teacher. Teaching staff are assigned to either Tier I who are provided coaching sessions at least four times during the program year or are assigned to Tier II who are provided more intensive coaching sessions on a monthly basis.

A copy of the Coaching Report is shared with the teacher for follow-up and continuous improvement.

Data Collection Verification

The Data Collection Verification is used to gather information by the Children Services staff to be entered electronically into web-based data collection systems. These data services to produce compliance reports and to access individual indicators about children enrolled in the program. The data collection procedure requires the Children Services staff to complete the table with information that included children's demographic profiles and the completion dates of screenings, assessments, parent, conferences, parent conferences, and home visits.