***Southwest Colorado Early Childhood Collaborative***

***COACHING / COACHEE GUIDELINES & EXPECTATIONS AGREEMENT APPLICATION***

***Submission Deadline: September 15, 2015*****before Noon**

Coaching is offered to Licensed Child Care Program Directors in the five counties of Southwest Colorado including Archuleta, Dolores, La Plata, Montezuma, and San Juan. Funding for the Regional Coach is provided by the El Pomar Foundation. This coaching experience is designed to support Child Care Program Directors in their areas of growth and highlight areas of strength. This is done with overarching regional goals to build capacity and leadership, reduce Director/staff turnover, and work collaboratively to benefit children and families.

 This agreement is your formal expression of interest in receiving coaching and states your commitment to the Coachee responsibilities (see page 2). Please fill-out form as completely as possible. (*Note: This form will be reviewed by you and the Regional Coach as an opportunity to explore how coaching visits will be most beneficial and productive for everyone involved.*) Please send completed application to:

***Early Childhood Council of La Plata County***

***Kimberlie Brown, Regional Collaboration Coordinator***

***P.O. Box 4140, Durango, CO 81302***

***Phone: (970) 247-0760 (ext. 5) Email:*** ***kimberlieb@ecclaplata.org***

**Director’s Information**

Name:       Date:       Phone #:

Site Name:       # of Children Served:      License #:

Email Address:       # of Years as Program Director:

Program Address:       County:

[ ]  Part Year Program [ ]  Part Day Program [ ]  Full Day Program [ ]  Full Year Program

Please describe your previous coaching experience?

When can you begin receiving coaching?

**Best Days and Time for Coaching Visits: (Coaching to be completed by December 15, 2015)**

|  |  |
| --- | --- |
| **DAY:** | **TIME:** |
|       |       |
|       |       |

What areas do you most want coaching in? Please rank your top 3 priorities.

[ ]  Conflict Resolution and Other Communication Skills [ ]  Increasing Employee Moral/ Retention

[ ]  Payroll Systems/Fiscal Documentation (e.g., QuickBooks) [ ]  Delegating Tasks to Team

[ ]  Personnel Management [ ]  Team Building

[ ]  Understanding/Implementation of Regulations [ ]  Balancing Self with Work (i.e., Self-Care)

[ ]  Expanding Computer Skill Set [ ]  Other:

\*\* For Colorado Shines (QRIS/PDIS) coaching, please contact your local Early Childhood Council \*\*

ECC La Plata County: (970) 247-0760 │ Montolores ECC: (970) 564-3211

|  |  |
| --- | --- |
| Strengths of My Center/Program: | My Strengths: |
| 1.       | 1.       |
| 2.       | 2.       |
| 3.       | 3.       |

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**Coach’s Responsibilities**

**I am committing to:**

|  |
| --- |
| * Review and understand the NAEYC code of ethics as related to coaching. **(see attached)**
* Be approachable, trustworthy, and open to positive and constructive feedback.
* Be organized and prepared for our Coachee-Coach meetings to review progress and revise goals.
* Be respectful (for example, by keeping appointments, completing assignments and meeting other agreed upon expectation), non-judgmental, and supportive in all our coaching interactions in order to contribute to a positive collaborative relationship.
* Watch, listen, and learn from you about your educational beliefs and values. Taking my learning of your unique learning style and adapt my coaching to your individual needs.
* I will observe your interactions with staff and daily obligations and provide you with guidance and support to help inform your goals as a program Director.
* Focus on your strengths, emerging skills, and individual professional goals.
* Demonstrate and model processes and actions that can assist you in achieving goals.
* Maintain confidentiality about our work together.
* Provide you with a signed copy of this Coach/Coachee Guidelines and Expectations Form.
* Provide a minimum of three (3) coaching sessions.
* Provide you with an evaluation form after our last coaching session.
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**Program Director/Coachee’s Responsibilities**

**I am committing to:**

|  |
| --- |
| * Review and understand the NAEYC code of ethics as related to coaching. **(see attached)**
* Be approachable, trustworthy, and open to positive and constructive feedback.
* Be organized and prepared for our Coachee-Coach meetings to review progress and revise goals.
* Be respectful (for example, by keeping appointments, completing assignments and meeting other agreed upon expectation), non-judgmental, and supportive in all our coaching interactions in order to contribute to a positive collaborative relationship.
* Develop achievable/measurable goals with my Coach and be open to ongoing reflection.
* Provide the Coach with suggestions about the direction I want my coaching sessions to take.
* Reflect in a strength-based way about the coach’s observations.
* In order to contribute to a positive collaborative relationship, I am open to suggestions, ready to ask for what I need, and willing to change my practices when skills have been identified.
* Attend and be prepared for a minimum of three (3) coaching sessions.
* Complete the evaluation form and submit it to the Regional Collaboration Coordinator.
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***My signature indicates my acceptance of the terms listed above to provide and receive coaching.***

Directors Signature Directors Printed Name Date

Coach’s Signature Coach’s Printed Name Date

**ECCLPC Office Use Only**

*Received by:*

*Date:*

**The Regional Coach for Child Care Directors has a responsibility to follow the NAEYC Code of Ethics, Supplement for Early Childhood Adult Educators and EQ Initiative Coaching Guidelines.**

**Above all, we shall not harm children. We shall not participate in practices that are emotionally dam­aging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. *This principle has precedence over all others* in this *Code*.** (NAEYC Code P-1.1)

**When faced with concerns regarding observed conduct of a coachee, the coach will take the following steps:**

* When we have concerns regarding a colleague’s competence, fairness, ethics, or accuracy, we will ***first***express our concerns to that colleague. (NAEYC Code P-3A.2)
* Concern will be addressed with the coachee at the time of observation or the first available appropriate time.
* Coach will support coachee to develop a plan and timeline to address concerns.
* Coach will follow up (check-in call or visit) with coachee regarding progress.
* We shall honor confidentiality and share information about colleagues in appropriate institutional settings. We shall not share information about colleagues in the community or with students. (Supplement for EC Adult Educators P–4.4)
* When a colleague appears unwilling or unable to address problems; we will express our opinions about his or her competence through official channels. (Supplement for EC Adult Educators P–4.3)
	+ - If at the completion of the coaching interval, the Coach continues to observe concerning conduct, the Coach will address observed concerns with the program director \* (see adaptation below) at time of observation or the first available appropriate time.

\*Due to the Regional Coach working directly with the program director (aka, coachee), the Coach will follow steps listed above as the course of action to address the problem.

* If at the completion of the coaching interval, the Coach continues to observe concerning conduct, the Coach will address observed concerns with the *Coachee’s direct supervisor* at time of observation or the first available appropriate time.
* The concerns that would warrant addressing observed concerns with direct supervisor include failure to comply with state rules and regulations.

**When faced with concerns regarding observed conduct of a colleague that is not the identified coachee, the Coach will take the following steps:**

* When an adult learner comes to us with concerns about a colleague’s competence, fairness, ethics, or accuracy, we will give the learner support in clarifying his or her concerns and in deciding and following through on a course of action to address the problem. (Supplement for EC Adult Educators P–4.1)
	+ - Concern will be addressed with the coachee at the time of observation or the first available appropriate time.
		- Coach will support coachee to develop a plan and timeline to address concerns.
		- Coach will follow up (check-in call or visit) with coachee regarding progress.
* We shall use the NAEYC Code of Ethical Conduct to assist adult learners in making sound decisions concerning their work with children and families. (Supplement for EC Adult Educators P–5.7)
	+ - If Coachee’s efforts to address concerns with colleague fail and/or behavior continue to be observed by coachee or coach; the Coach will address observed concerns with the program director at the first available appropriate time.
		- We shall make the welfare of children the deciding factor in our decisions regarding our work with adult learners. We shall not participate in or overlook practices (in our students, colleagues, institutions, agencies, or practicum settings) that are harmful to children. **This principle has precedence over all others in this Supplement.** (NAEYC Code P-1.1) (Supplement for EC Adult Educators P–5.1)

***ECCLPC Office Use Only:*** Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

***ECCLPC Office Use Only:*** Received By:\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_