

Program Coach Scope of Work

The State Leadership Team assists implementation sites in strengthening their ability to ensure that all practitioners are implementing the selected evidence-based practices (EBPs) with fidelity. This effort includes establishing a network of training and technical-assistance professionals who will provide professional development and program coaching to build the capacity of programs and practitioners.

The network consists of experienced professional development providers (e.g. program coaches) who will be responsible for training program leadership teams, other trainers, and practitioner coaches as the state scales up and sustains the implementation of the EBPs. A primary responsibility of the Program Coach is to train and support the program's practitioner coach(es) on the use of practice-based coaching to ensure the high-fidelity use of the EBPs (see <http://ectacenter.org/sig/>).

Program Coach Activities

- Monthly contacts with the network
- Participation in state training and technical assistance events (leadership team training, coach training, data coordinator training, practitioner training)
- Review background readings and training materials related to the selected EBPs
- Provide program coaching to support implementation site leadership teams:
 - Assist team leaders in planning monthly leadership team meetings
 - Attending and supporting monthly leadership team meetings
 - Assist implementation site with product and report development
 - Assist implementation site with professional development and practice-based coaching activities
 - Mentorship of practitioner coach(es)
 - Provide assistance to data coordinator in using data systems and preparing data for review by leadership team
 - Support leadership team in using data for decision-making and reporting evaluation results
- Assist in the development of a professional development plan for state training activities
- Plan future training events
- Provide train-the-trainer events to build state training capacity
- Provide coach-training events to build practice-based coaching capacity
- Provide data coordinator training to build data-based decision making capacity
- Conduct program-wide implementation events to build the capacity of program leadership teams
- Provide ongoing, sustainable consultation and guidance to trainers and coaches within the state

Program Coach Qualifications and Skills

- Coursework in early childhood education or a related field
- Experience in training, coaching or mentorship
- Five years' experience working with infants, toddler, and/or preschoolers and their families
- Experience as a teacher or administrator in an early childhood setting
- Experience with observational assessment tools
- Experience working with children with special needs

- Experience leading and participating on collaborative teams
- Experience providing technical assistance as well as training across diverse early childhood settings
- Work in early childhood education, a minimum of five years
- Master's degree in early childhood or early childhood special education

Required Commitment:

- Must attend all training events, in person and online
- Weekly contact with implementation sites, a minimum of four hours per week, depending on size of district or program

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This document can be found at:
<http://ectacenter.org/sig>



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