

## Program Coach and Implementation Site Agreement

**Program Coaches:** each implementation site is assigned at least one Program Coach (additional coaches will be awarded depending on need). The Program Coach works with the implementation site leadership team and Practitioner Coach(es) to support the high-fidelity implementation of the selected evidence-based practices program-wide. The Program Coach will provide each program an average of 16 hours per month. These hours are negotiated between the Program Coach and the implementation site leadership team in consultation with the program administrator, and can consist of visits with the program, attendance at implementation site leadership team meetings, coaching activities with the Practitioner Coach(es), assistance with product development, review of data, data decision making, phone calls, trainings, emails, etc. It will be the responsibility of the Program Coach to track their hours.

**Filling out and submitting the Implementation Site and Program Coach Agreement:** the implementation site and Program Coach will complete and submit this agreement form during the preliminary meeting or as soon as both parties are comfortable with the compatibility of implementation site to Program Coach match. Please keep one copy for yourself, your Program Coach will keep a copy, and the Program Coach will submit a copy to the State Coordinator of the State Leadership Team. If issues arise please contact [*State Coordinator*]

*Read through and discuss each item and check off those you agree to incorporate into your coaching partnership.*

### I, as the Program Coach, agree to:

\_\_\_\_\_ Act in a professional manner by honestly and accurately accounting for my time supporting the program and adhering to the non-recruitment agreement

\_\_\_\_\_ Be respectful by keeping program details confidential

\_\_\_\_\_ Be supportive of the Program Leadership Team by providing support, resources, modeling guidance, and feedback in a timely manner as requested

\_\_\_\_\_ Be supportive of the Practitioner Coach by providing support, resources, guidance in practice-based coaching, and feedback in a timely manner as requested

\_\_\_\_\_ Be prepared to develop goals and action plans with the program based on needs that the implementation site leadership team has agreed on

\_\_\_\_\_ Remain supportive rather than evaluative

\_\_\_\_\_ Other agreement(s):

### I, as the Administrator, agree to:

\_\_\_\_\_ Include the Program Coach in implementation site leadership team meetings

\_\_\_\_\_ Provide space and time for leadership team members (including practitioner coaches) to meet with the Program Coach

\_\_\_\_\_ Be open to changing and learning through on-going program data evaluation

\_\_\_\_\_ Apply and analyze EBP teaching practices with the support of my coach.

\_\_\_\_\_ Other agreement(s):

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Program Coach's signature	Date	Administrator's Signature	Date
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<http://ectacenter.org/sig>

