

# Inclusion Builders Coaching Agreement

This document outlines the responsibilities of the Coach and Early Childhood Educator (ECE). By signing this agreement, the coach and ECE are both committing to the coaching agreement. Through agreed upon activities and strategies, the Coach and the ECE will work collaboratively to build and enhance inclusive program quality.

## Coach Responsibilities

*I, as the Coach, agree to:*

- Explain the practice-based coaching cycle to the ECE and check for understanding.
- Actively participate in building a collaborative relationship with the ECE
- Remain supportive rather than evaluative and to maintain, to the maximum extent possible, a separation between coaching and performance evaluation.
- Connect with the ECE (via video conference, phone, email, or face-to-face) regularly, according to the agreed upon schedule
- Support the ECE to assess his/her strengths and needs in effective instructional practices
- Guide the ECE to set realistic, achievable goals and action plans.
- Observe, provide feedback, model and reflect on set goals regularly with the ECE.
- Make various resources available to support the ECE's goals.
- Revisit coaching on a regular basis with the ECE to determine if the coaching process needs to be adjusted to better fit her/his needs.
- Recognize that the ECE's time is valuable and will be on time and prepared for coaching sessions. If the coach needs to reschedule, they will give at least a 12-hour notice unless it is an emergency.

## Early Childhood Educator (ECE) Responsibilities

*I, as the ECE, agree to:*

- Actively participate in building a collaborative relationship with the Coach
- Actively engage in coaching sessions through assessing my strengths and needs, asking questions, sharing pertinent information, reflecting, listening, and identifying goals and means to achieve those goals in collaboration with the Coach.
- Be open to observation and feedback from the Coach.
- Take responsibility for implementing suggested effective teaching practices with the support of the Coach.

Wednesday, March 8, 2023

Clinton County RESA Office of Innovative Projects

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Also adapted from National Center on Early Childhood Development, Teaching and Learning

Sample Agreement

- Communicate level of understanding of the process, goals, action plan, feedback, and teaching practices to the Coach and ask for clarity when needed.
- Recognize that the Coach’s time is valuable and will be on time and prepared for coaching sessions. If the coach needs to reschedule, they will give at least a 12-hour notice unless it is an emergency.

Coach Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

ECE Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

ECE Name \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_



This publication was made possible by Grant Number 90TP005 from the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Office of Child Care, Administration for Children and Families, or the U.S. Department of Health and Human Services.

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