

PROFESSIONAL SERVICES SCOPE OF WORK

Contractor will provide the services set forth in this scope of work starting on October 1, 2016 and will include 4 days of Professional Development through June 30, 2017. The specific days that services will be provided will be mutually agreed upon by the Contractor and the ELC Project Manager. The Contractor shall work with and report to the ELC Project Manager to provide the following services:

Title: Miami-Dade ELC Advanced Coaching Academy

Purpose: Enhance coaching capacity of cadre of up to 30 participants, comprised of Quality Improvement Specialist as well as staff from the Early Learning Coalition of Miami-Dade/Monroe.

Scope of Work: Provide a training experience to selected participants over a total of four days focused on creating data displays and documentation of coaching visits.

Goals:

1. Enhance the quality of the data displays used during coaching conversations with Quality Counts providers.
2. Establish a uniform approach to reporting coaching visits on WELS.
3. Enhance participants' ability to support practitioners at different levels of coaching readiness.

Deliverables:

Contractor will:

1. Design and facilitate a training experience for selected Quality Improvement Specialists & ELC staff.
2. Establish a Community of Practice to deepen and sustain learning of the Lastinger Coaching Model.
3. Provide in person, field-based sessions, with virtual follow-up support as needed.
4. Employ a process for documenting learning and growth of participating coaches.

Program Content: Training for up to 30 Quality Improvement Specialists – 4 Sessions

- Review criteria for effective coaching
- Revisit participants' understanding of adult learning and change management theory
- Investigate approaches to coaching early learning practitioners at infant/toddler and pre-k levels
- Utilize conversation protocols as professional learning technology
- Internal coaching focused on improving one's own skills as a technical assistant or coach
- External coaching focused on developing the skills of early learning practitioners