



Roles In Boston

Coaches will collaborate with Administrators to:

- * Plan coaching schedules and review school goals to ensure alignment with high quality early childhood practice
- * Support teachers' and instructional aides' attendance at Boston Ready Professional Development events
- * Ensure quality early childhood education through implementation of the integrated OWL and Building Blocks curricula. This may also involve:
 - » Ongoing meetings (at least three per year)
 - » Learning walks
 - » Principal attendance at coach facilitated Common Planning Time
 - » Participation in early childhood professional development
- * Plan and facilitate Common Planning Time at the request of the administrator
- * Serve as a consultant for:
 - » Appropriate contractual professional development for K-1 classrooms
 - » Family outreach, communication and engagement (e.g. welcome visits, family literacy events, parent conferences)
 - » NAEYC Accreditation

Coaches' work with Teachers will:

- * Follow a consistent coaching schedule of visits and meetings
- * Support teachers in facilitating quality early childhood education and implementation of the integrated OWL and Building Blocks program through:
 - » Assistance in designing physical classroom environment

- » Consultation on classroom community building and the implementation of positive behavioral support techniques
- » Observing in the classroom and debriefing with teachers
- » Planning, modeling, and co-teaching program components
- » Documenting coaching visits and meetings
- * Assist teachers as they review assessment data to inform instruction (PALS, Building Blocks Small Group Record Sheets, ongoing observation notes, etc)
- * Engage teachers in ongoing reflection and application of Boston Ready Professional Development and coursework
 - » Provide teachers with resources that enhance classroom practice

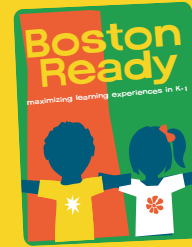
Coaches' work with Instructional Aides will:

- * Support a team approach to curricula implementation
- * Support the Instructional Aide in implementing small group activities

Role of the Teacher

- * Implement OWL and Building Blocks curricula with fidelity
- * Participate in Boston Ready Professional Development – sign up on My BPS Learning Plan
- * Maintain Boston Ready binder of coaching notes and work plans in conjunction with Boston Ready coaching and Professional Development events
- * Follow through with implementation of work plans from coaching and Boston Ready Professional Development events

Ready



- * Support team instruction with the Instructional Aide
- * Meet with Coach regularly to plan visits, discuss the classroom and children's progress and set goals
- * Voluntary:
 - » Enroll in Boston Ready courses for credit or BPS In-service
 - » Support a Boston Ready Family Literacy Event at school
- * Share highlights of their work with the Principal
- * Support Boston Ready Staff at ICI in the planning of Professional Development
- * Attend Boston Ready Professional Development events with Teachers
- * Consult with classroom staff around community building and the implementation of positive behavioral support techniques

Role of the Instructional Aide

- * Participate in Boston Ready Professional Development – sign up on My BPS Learning Plan
- * Support implementation of OWL and Building Blocks curricula
- * Meet and plan with the Teacher
- * Participate in team instruction with the Teacher
- * Meet with Coach as coverage allows
- * Voluntary:
 - » Enroll in Boston Ready courses for credit or BPS In-service

Role of the Boston Ready Coach

- * Conduct consistent visits to each assigned classroom and:
 - * Conference with classroom staff (both Teacher and Instructional Aide) to establish goals, support and follow-up
 - * Document classroom visits for support purposes
 - * Analyze data collected during visits with Teacher/ Instructional Aide
- * Support Teacher/Instructional Aide in implementing OWL and Building Blocks curricula

Role of the Boston Ready BPS Coordinator (Norka Poole, 617-756-3908)

- * Coordinate Boston Ready activities within the BPS scheduled activities
- * Support principals, teachers and instructional aides in Boston Ready participation
- * Coordinate professional development data through BPS's My Learning Plan
- * Coordinates family literacy events funded through Boston Ready

Role of the Boston Ready Coach Coordinator (Su Theriault, 617-287-4293)

- * Support coaching in professional development sites to meet goals of Boston Ready grant
- * Collect ELLCO data and share feedback with Coaches, Teacher and Instructional Aides, when possible
- * Observe classrooms to support curriculum implementation, upon request of BPS coaches
- * Meet with Coaches to link professional development with Boston Ready coaching and curriculum implementation
- * Coordinate video taping to develop training materials