

**Early Education Specialist
Responsibilities & Agreement**

1. Facilitate communication and cooperation among teacher, assistant, advocate, Early Head Start, and childcare directors.
2. Oversee and facilitate effective professional development experiences for teachers.
3. Visit at least every month each assigned classroom, model instructional strategies, offer reflective feedback and/or interaction modeling to further school readiness.
4. Conduct a reflective follow-up conference following each classroom visit.
5. Complete Infant or Toddler CLASS observation and Creative Curriculum Fidelity Tool.
6. During classroom visits set short-term goals to address classroom quality.
7. Support implementation of a Texas Infant Toddler Early Learning Guidelines (ITELG).
8. Support in the collection and input of data into Child Plus and GOLD.
9. Ensure that planning instruction is based on curriculum, assessment results, CLASS observations and school readiness goals *.
10. Keep timely communication with assigned teacher.
11. Assist with and notify teachers of Early Head Start expectations, timelines and professional development opportunities.

Signature of Early Head Start Education Specialist

Date

**Early Head Start Teacher
Responsibilities & Agreement**

Teacher: _____ School: _____

1. Create a positive climate that supports children's social and emotional development.
2. Collaborate with your Education Specialist to create a daily schedule.
3. Create and implement weekly lesson plans that reflect the Creative Curriculum for Infant/Toddlers & Twos and the Early Learning Head Start Framework. Provide a copy for assigned mentor every week.
4. Plan weekly Individualizations according to provided guidelines. Ensure parents sign weekly.
5. Complete first home visit, initial Brigance developmental screener, and Brigance Social Emotional screener within the first 45 days of instruction.
6. Attend all required professional development trainings each year.
7. Participate in reflective follow-up conferences with assigned coach after each classroom visit.
8. Implement mentor recommendations from collaborative conversations based on CLASS and classroom visits.
9. Follow Education Specialist's recommended professional development activities through myTeachstone.
10. Complete all required progress monitoring by established deadlines.
11. Complete the required four parent contacts by established deadlines on each student in classroom.
12. Enter dates into Child Plus by established deadlines.
13. Maintain organized current teacher notebook at all times.
14. Engage parents in planned activities to promote children's school readiness.
15. Ensure two adults set an educational and social model for children during meal times each day.
16. Ensure Attendance Board is current every day.
17. Ensure children are actively supervised and ratios are maintained at all times.

Signature of Early Head Start Teacher

Date