



Education Specialist

Responsibilities & Agreement

1. Facilitate communication and cooperation among teacher, assistant, family service workers, Head Start, and district administration.
2. Oversee and facilitate effective school readiness professional development experiences for teachers.
3. Visit classroom, conduct a focused observation, model instructional strategies, and assist with classroom environment to promote school readiness for children.
4. Conduct a reflective follow-up conference following each focused observation.
5. Complete the CLASS observations.
6. Utilize CLASS, Teacher's Needs Assessment and Curriculum Fidelity Tool to set short-term goals addressing classroom and instructional quality.
7. Support implementation of strategies for Best Practices.
8. Support implementation of a state-adopted Early Childhood curriculum.
9. Support in the collection and input of data into Child Plus and CLI Engage Monitoring System.
10. Ensure that planning instruction is based on curriculum, assessment results, CLASS, instructional observations and school readiness goals.
11. Keep timely communication with assigned teacher.
12. Assist with and notify teachers of Head Start expectations, timelines and professional development opportunities.

Signature of Head Start Education Specialist

Date



**Head Start Teacher
Responsibilities & Agreement**

Teacher: _____ School: _____

1. Create a positive climate that supports children's social and emotional development.
2. Create and implement a daily schedule that reflects 3 hours of daily cognitive instruction incorporating state adopted curriculum and Head Start Early Learning Outcomes Framework. Provide a copy for your assigned coach.
3. Create and implement weekly lesson plans that reflect the state-adopted curriculum and Head Start Early Learning Outcomes Framework. Provide a copy for assigned coach weekly.
4. Complete first home visit, initial Brigance developmental screener, and Brigance Social Emotional within the first 45 days of instruction.
5. Attend a minimum of 15 hours of approved professional development trainings each year.
6. Participate in reflective, follow-up conferences, with assigned coach, after each classroom visit.
7. Implement coach recommendations from collaborative conversations based on or CLASS, Teacher Needs Assessment, Curriculum Fidelity Tool and classroom visits.
8. Complete all required progress monitoring by established deadlines.
9. Complete the required four parent contacts by established deadlines on each student in classroom.
10. Complete parent contact forms, ensure parent signatures and enter dates of parent contacts into Child Plus by established deadlines.
11. Conduct Brigance III screeners and enter scores into Child Plus by established deadlines.
12. Provide daily small group instruction based on progress monitoring reports.
13. Engage parents in planned activities to promote children's school readiness.
14. Ensure field trips dates are communicated to assigned coach, are educational, relate to learning objectives and documented in lesson plans.
15. Ensure two adults set an educational and social model for children during meal times each day.
16. Ensure children are actively supervised and ratios are maintained at all times.

Signature of Head Start Teacher

Date