



Peer Assistance and Coaching Consultant Administrator Application

The purpose of the Massachusetts PAC model is to develop high quality early education and out of school time programs which will meet the expectation of state standards as defined by QRIS, Workforce Competencies, and Early Learning Standards. This includes opportunities for maximizing children's growth and development; advancing educator's knowledge, skills and abilities; transforming practice and retaining skilled practitioners. Massachusetts is conducting a pilot study of a preliminary PAC model. The results of this study will inform adaptations to the state PAC model.

One focus of the Massachusetts peer assistance and coaching model is consultant administrators (CAs) to serve as coaches for mentee administrators (MAs), which define and enhance the colleague-to-colleague relationship in order to support individual growth and refine supervision and coaching skills.

The role of the CA is to work with an assigned MA. The CA and MA will outline an action plan and schedule for observations and coaching meetings. Each meeting, discussion, or observation will conclude with an action plan to lead to continuous growth on the part of the mentee.

Participants in the PAC Pilot may be from a variety of early childhood settings including Center-Based, Family Child Care System, Public Preschool, Head Start, and ASOST programs. In 2014-2015, two Consultant Administrators will be selected in each of the EEC regions.

If you are interested in participating, please verify that you reviewed the PAC Overview and understand the context of the program, the CA qualifications and responsibilities.

Yes, I reviewed and understand the PAC Overview

1. Personal information:

Name:

Address:

Email address:

Contact phone number:

PQ Registry number:

What languages do you speak?

2. Work information:

Program name:

Your position title:

Program address:

Email address at work:

Phone number at work:

EEC Program Number:

Early Childhood setting: ___ Center Based ___ FCC ___ Head Start ___ Public Preschool

3. Is your current Program participating in QRIS at a level 2 or higher? ___yes ___no
 4. Do you have access to a computer and the internet for use? ___yes ___no
 5. Are you familiar with the Classroom Assessment Scoring System (CLASS™)? ___yes ___no
 6. Please include a statement of areas of expertise related to supporting the QRIS, MA Core Competencies and Early Learning Standards; and the reasons you wish to apply?
-
7. Please describe your experience with coaching or peer mentoring.
-
-
8. What coaching strategies do you consider as your strengths? Please check all that apply:
 - Assisting Mentee to identify major strengths and major areas for learning and growth
 - Supporting Mentee in prioritizing goals and actions and in creating an Action Plan with goals that are attainable, measurable, specific and have target dates
 - Engaging Mentees in discussions of what constitutes good practice to improve program quality
 - Engaging Mentee in a problem solving process to explore new ideas and practices, evaluate options and make decisions
 - Collaboratively planning
 - Reviewing Videos of Mentee using a targeted skill or practice
 - Engaging in conversations with Mentee to enhance knowledge or understanding of a targeted skill or practice (for example, language modeling)
 - Supporting Mentee to implement a variety of instructional strategies that are intentional, explicit and based on the individual and collective needs of children
 - Co-Teaching
 - Watch and discussing videos of best practice
 - Providing feedback about Mentee's knowledge and use of a targeted skill or practice following Mentees reflection on his/her performance

- Providing and/or promoting access to new information and resources to support Mentee's knowledge and use of a skill or practice
- Modeling a targeted skill or practice for the Mentee
- Engaging in coaching conversations to prompt Mentee to reflect on his/her knowledge and use of targeted skills and practices compared with research based practice standards
- Helping Mentee analyze, interpret and use assessment data to determine children needs and how to plan instruction.
- Supporting ongoing reflection with the Mentee to determine progress on goals and whether adjustments to the plan are necessary
- Engaging Mentee in reflection on the usefulness and effectiveness of the Coaching session.

In order for your application to be considered complete, you must include:

_____ Professional resume with qualifications and experience

_____ Signed MOU from your direct supervisor (if applicable) this is the person who will support you through the process including coverage to attend PAC functions.

_____ At least two recommendations: Professional peer, educator that you supervise or coach, or support group member

Please submit this application and all supporting documents including resume, signed MOU, and two letters of recommendation to:

Judy Battista, M. Ed.

Early Education and Care Specialist

The Institute for Education and Professional Development: A Division of Child Development and Education, Inc.

181 Park Ave., Suite 1, West Springfield, Massachusetts 01089

413-781-9060 Office and 413-781-9174 fax

www.iepd.org