

**Peer Assistance and Coaching**

**Mentee 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 conducted a pilot study of a preliminary PAC model during the FY14 fiscal year. The “lessons learned” from this implementation pilot have informed adaptations to the PAC model for FY15.

One focus of the Massachusetts peer assistance and coaching model is to support administrators who are working directly in a center based, family child care system, public preschool, and Head Start or Out of School Time programs. The mentee administrator (MA) will be assigned a consultant administrator (CA) who works in a similar setting. The CA will provide guidance and support to the mentee through observation, guidance, and discussion. The MA will identify one educator or classroom team that h/she coaches or supervises to practice as the CA and MA work together to help the MA refine her or his supervision and coaching skills.

1. If you are interested in participating, please verify that you reviewed the PAC Overview and understand the context of the program, the Mentee Administrator’s qualifications and responsibilities.

\_\_\_Yes, I reviewed and understand the PAC Overview

1. Personal information:

Name:

Address:

Email address:

Contact phone number:

PQ Registry number:

Your preferred language:

1. Work information:

Program name:

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

Your work schedule days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your current Program participating in QRIS at a level 2 or level 1 and pursuing level 2? \_\_\_yes \_\_\_no

1. Do you have access to a computer and the internet for use? \_\_\_yes \_\_\_no
2. Are you familiar with the Classroom Assessment Scoring System (CLASS™)? \_\_\_yes \_\_\_no
3. Please include a brief statement of your needs related to supervision and coaching to advance the program in QRIS; and the reasons you wish to apply?
4. How do you envision best utilizing a peer coaching experience? Please check all that apply:

* Working with a CA to examine my professional strengths and needs and jointly developing a plan of action (or PD plan) to support my professional growth and development
* Engaging in conversations around best practices and how they might apply to my specific work with educators
* Participating in various coaching activities (e.g., observation and feedback, video viewing, co-teaching, demonstrations of practices) to support my professional growth and development
* Accessing new information and resources
* Other, please describe:

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

\_\_\_\_ 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 if needed.

\_\_\_\_ One written recommendation: either a co-worker or an educator in the program

Please submit this application and all supporting documents including signed MOU, and one letter 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**](http://www.iepd.org)