NH Preschool Technical Assistance Network
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FY'24 PTAN Childcare Inclusion Project

Professional Development Services for Inclusive Practices and Social Emotional Development in Early Childhood Care and Education

PTAN Consultants, Coaches and Trainers: Role and Responsibilities

Requirements

As required by the NH DHHS RFA, consultants, coaches, and trainers will have experience as a NH Pyramid Model practice-based coach, process coach, program coach, trainer and/or Master Cadre member and will complete, at minimum the following trainings:

- Infant/Toddler and/or Preschool Pyramid Model modules
- Practice-Based Coach training
- Trauma-informed Care and the PM training (or equivalent trauma-informed early childhood services training)
- Culturally Responsive Practices to Reduce Implicit Bias, Disproportionality, Suspension and Expulsion

Project staff, consultants, coaches, and trainers will demonstrate an adequate working knowledge of childcare and other early childhood programs and will provide all professional development activities consistent with adult learning theory and through a trauma-informed and culturally competent lens embedded within a strength-based approach.

The Project Director and consultants will achieve or maintain their Consultant credential on the NH Early Childhood Professional Development Specialist Credential Lattice. Consultants who also serve as Program Coaches will obtain the Coach credential as well.

Process for childcare consultation

Child-specific and classroom consultations will routinely begin with review of the PTAN Consultation Agreement. Once signed, consultation will begin.

Consultation can be provided in-person, virtually, by telephone and/or email. Decisions regarding consultation modality will be jointly made by the consultant, teacher, and director.

The consultation process will routinely begin with the teacher's completion of the PTAN Expulsion Prevention Self-Reflection Checklist as a needs assessment strategy.

- The consultant will review the results and support the teacher's identification of the priority practice to create the first action plan.

- The action plan will offer concrete steps, measurable goals and resources that support the teacher's success. The consultation process will approximate the practice-based coaching cycle (action plan development, observation with flexibility as needed, reflection and feedback and shared goals and action planning) accomplished within the context of a collaborative partnership.

Consultations will not be time limited but rather driven by completion of action plans.

The consultation process will continue until:

- The identifying issue is resolved, and the teacher feels confident in her skills to successfully include the child in her classroom
- Consultant and consultee mutually agree to close consultation
- Consultee is not able to uphold responsibilities as outlined in Consultation Agreement
- The child has left the program by parent choice
- The child has been expelled from the program

In general, one consultation will be in process per program. Exceptions will be made as needed.

<u>Process for program coaching at childcare program at Step 1 of the PM Pathway</u>

Program coaches working with PM implementation sites will support:

- The development of the program's Leadership Team
- Completion of the Benchmarks of Quality
- Development of a LT action plan with goals that are measurable and achievable

Program coaches will provide training and facilitate professional learning communities as needed to support the Team's achievement of their goals.

DHHS-funded program coaches will be limited to 1 fidelity tool administration and 1 practitioner engaged in practice-based coaching per site.*

- The site may choose to use their GSQ bonus funds (or any other program funds) to purchase additional services
- The Program Coach will work with the PTAN Director to determine how best to respond to their request for additional services
- *On 7/19/23, additional funds became available via the GSQ Capacity Building Project to support additional fidelity tool administrations and practitioners engaged in PBC. For FY'24 coaches will work with their sites to determine the "right" number of tools and practitioners that will be sustainable after the funding ends (9/30/24).

When the practitioner is selected for coaching in PM evidence-based practices, the program coach will administer the fidelity measure appropriate to the classroom age (i.e., TPITOS for infant/toddler classrooms and TPOT for preschool).

- The results of the fidelity tool will serve as the 'needs assessment' for the practitioner to determine their priority practice.

- The program coach will support the practitioner to develop an action plan based on that practice that offers concrete steps, measurable goals and resources that support the teacher's success.

The Program coach will engage the practitioner in practice-based coaching which will follow two-week cycles, implemented with fidelity within the context of a collaborative partnership. "In the moment training" will be provided as needed to support the practitioner's achievement of her action plan goals.

Trainers

In general, 'stand-alone trainings' will not be provided (i.e., request to conduct a staff development day training at a program not engaged in consultation or coaching).

- Exceptions will be made as needed

When trainings are conducted in the context of consultation or coaching, the trainer will work with the Program Coordinator (Hillary) to ensure that all materials are available and participant data is entered into the NH Connections system.

Monthly reports and invoicing

Consultants will submit by email their monthly report, action plan and invoice to the Program Coordinator by the 5th of the next month.

- Consultants are responsible for ensuring that:
    - All required information is included on the report and invoice and
    - The invoice is accurate

Program coaches will enter their data into PIDS (Pyramid Implementation Data System) and email their invoice to the Program Coordinator by the 5th of the next month.

- Program Coaches are responsible for ensuring that:
    - All required data is accurately entered into PIDS and
    - Their invoice is accurate

Consultants, coaches, and trainers will be paid $70.00/hour for all activity directly related to their work with a program or practitioner.

Consultants and coaches will submit a separate invoice for participation in monthly cohort meetings and TIECS reflective supervision calls; their time for these activities will be paid at $45.00/hour.

In the event of any onsite work, travel will be paid as a "mileage reimbursement" at 58.5 cents/mile.

- If travel to an onsite consultation or training exceeds 60 minutes each way, the consultant/trainer will charge their time at the $70.00/hour rate
    - Mileage reimbursement will not apply

All payments will be made through our partner and fiscal agent, Pyramid Model Consortium. It is anticipated that payment will be received within 2 weeks of the Project Coordinator's submission of all invoices.