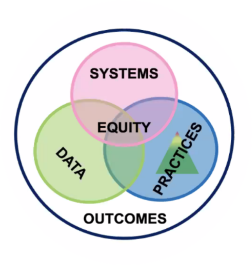
**Guidance for MTSS-SEB District Coaches**

**2021/2022 School Year**



***On-Going Goals for District Coaches:***

**Monthly/Quarterly Goals:**

**Systems:**

* Ensure school teams’ leadership, meeting information, and membership is transparent and accessible at all times
* Monitor and track implementation efforts across tiers per school
* Maintain regular contact with school teams and share systems and practices in order to:
  + - share information about systems and practices that are working and
    - support teams to use data to identify when existing practices need to be updated and/or expanded
* Actively participate in district MTSS leadership activities

**Practices:**

* + Communicate scheduled statewide and district professional learning (PL) to team leaders
    - * coordinate substitutes for PL with DDOE (as applicable)
      * encourage schools to continue attending PL based on readiness & need, and to rotate roles within school teams
  + Attend all [Professional Learning](http://www.delawarepbs.org/pd/) and [DE-PBS Cadre sessions](http://www.delawarepbs.org/cadre-corner/cadre-meetings/) 
    - * build foundational knowledge and support district attendees
      * share cadre information and follow-up items with team leaders or other stakeholders
  + Model meeting facilitation
  + Provide assistance with team meetings, product development, [recognition applications](http://www.delawarepbs.org/recognition/applications/), etc.
  + Encourage school teams to conduct & utilize self-assessments. Provide support via facilitation as needed (e.g. [TFI](https://www.pbis.org/resource/tfi), [Status Tracker](http://www.delawarepbs.org/de-pbs-key-feature-evaluation/), annual action plans, staff feedback, etc.).
  + Take time to celebrate team and coaching successes. Be kind to yourself and your teams. Please remember systems change is complex, hard, dynamic work!

**Data:**

* Communicate regularly with school teams regarding district data collection expectations, access and review of data sources related to behavior, social-emotional learning (SEL), and mental health.
* Support school teams to complete, collect, review and summarize multiple data sources for systems level and student level problem solving conversations. Recommended data sources include:
  + - * + [DE School Climate Survey (DSCS)](http://www.delawarepbs.org/de-school-climate-survey/) (annually)
        + Self/Stakeholder Assessment Data (e.g. [TFI](https://www.pbis.org/resource/tfi), [Status Tracker](http://www.delawarepbs.org/de-pbs-key-feature-evaluation/), annual action plans, staff feedback, etc.) (annually)
        + [Discipline Data Reporting Tool (DDRT)](http://www.delawarepbs.org/ddrt/) with discipline data (monthly),

[school-wide data](http://www.delawarepbs.org/wp-content/uploads/2020/06/Screen-Shot-2020-06-30-at-12.24.16-PM.png) (e.g., attendance, nurse visits) (on-going), [universal screener data](http://www.delawarepbs.org/universal-screening/) (2-3 times per year) and Requests for Assistance (on-going)

* + - * + [Tier 2](http://www.delawarepbs.org/pd/tier-2-targeted-framework-2/) school teams build Tier 2 Tracker (monthly), student intervention records (on-going), Requests for Assistance (on-going)
  + Support schools to complete [school climate surveying process](http://www.delawarepbs.org/de-school-climate-survey/) and [evaluation planning](http://www.delawarepbs.org/evaluation/) (e.g., [TFI](https://www.pbis.org/resource/tfi) implementation process at Tier 1 and/or Tier 2 level annually)
* Provide feedback to the DE-PBS Project regarding concerns, successes and ideas

***DE-PBS Project -*** [***www.delawarepbs.org***](http://www.delawarepbs.org) ***Fall 2021***

***Here are some recommended tasks to help you meet the above goals in relationship to your district priorities and team needs:***

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| **Mid- Summer** | **Systems:** | * Schedule Team Leader meetings (bi-monthly, quarterly, etc.) for the school year. * Create/update district-level MTSS organization system for the year (e.g., shared Google drive). |
| **Practice:** | * Send welcome email to Tier 1 / Tier 2 Team Leaders and administrators with any updates, DE-PBS Project training opportunities and Team Leader meeting dates. |
| **Data:** | * Update Tier 1 / Tier 2 team contact information and support leadership transitions. (Collect the information on team members, Team Leaders, meetings dates, action planning) * Team Leader [PL Module](http://www.delawarepbs.org/team-leader-series/) (PPT/resources to support TL knowledge, skills, and leadership) * Team Leader [Interview](https://drive.google.com/file/d/1oJrfBk1IRMKTuZW9voiEaxxgy1_Qjano/view?usp=sharing) (sample protocol to help note material locations & team processes) * Review existing school-based Action Plans and identify resources to share with Team Leaders and/or teams |

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| **Fall** | **Systems:** | * Hold scheduled Team Leader meetings (bi-monthly, quarterly, etc.) with agenda influenced by on-going goals shared on page 1. |
| **Practice:** | * Attend MTSS meetings and provide coaching feedback using [Team Observation](http://www.delawarepbs.org/wp-content/uploads/2019/06/MTSS-Tier-1-SWPBS-Team-Meeting-Checklist-Template.docx) and/or ask Team Leaders to submit monthly agendas and minutes to preview & provide feedback * Send reminder regarding [DSCS](http://www.delawarepbs.org/de-school-climate-survey/) enrollment based on DE-PBS Project timeline |
| **Data:** | * Create and share a data collection plan for the year which includes the types of data ([DDRT](http://www.delawarepbs.org/ddrt/), [DSCS](http://www.delawarepbs.org/de-school-climate-survey/), [TFI](https://www.pbis.org/resource/tfi)) and collection schedule * Send [DDRT](http://www.delawarepbs.org/ddrt/) spreadsheet and instructions to Tier 1 PBS/MTSS Team Leaders * Monitor DDRT submissions and identify trends to discuss at Team Leader Meetings; problem-solve with schools not yet utilizing DDRT. |

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| **Winter** | **Systems:** | * Hold scheduled Team Leader meetings (bi-monthly, quarterly, etc.) |
| **Practice:** | * Send mid-year PBS/MTSS updates, success stories, and/or gratitude |
| **Data:** | * Send reminder of school team’s [DDRT](http://www.delawarepbs.org/ddrt/) to be submitted to DE-PBS Project by January 14, 2022 |

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| **Spring** | **Systems:** | * Hold scheduled Team Leader meetings (bi-monthly, quarterly, etc.) * Define District expectations for MTSS action planning for the 2022/2023 school year. |
| **Practice:** | * Provide [Tier 1](http://www.delawarepbs.org/pd/tier-1-universal-school-wide-framework/) Team learning opportunities (often early Summer) to leads and/or team members * Send a reminder to new teams to encourage their participation & discuss readiness. * Plan to attend training to provide support to new PBS/MTSS teams and new school members. * Share district expectations and protocols for attendance and any post-training expectations. * Provide support to convene team time over summer for additional action planning. |
| **Data:** | * Send reminder that School team’s [DDRT](http://www.delawarepbs.org/ddrt/) to be submitted to DE-PBS Project by June 17, 2022 * Send reminders to teams to review existing data and conduct fidelity checks to support action planning * Distribute and encourage teams to apply for [DE-PBS Phase Recognition](http://www.delawarepbs.org/recognition/). |

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| **Early- Summer** | **Systems:** | * Confirm summer plans for school teams * Convene school teams for district messaging if not done already |
| **Practice:** | * Support team leads in transition (see [Team Leader Transition Interview](https://drive.google.com/file/d/1oJrfBk1IRMKTuZW9voiEaxxgy1_Qjano/view) resource) |
| **Data:** | * Collect school team Action Plans * Update District MTSS Action Plan |