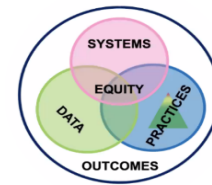


Guidance for MTSS-SEB District Coaches

2022/2023 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](#) and DE-PBS [Cadre sessions](#)/ [Coach Networking sessions](#)
 - 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](#), etc.
- Encourage school teams to conduct & utilize self-assessments. Provide support via facilitation as needed (e.g. [TFI](#), [Status Tracker](#), 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 \(DSCS\)](#) (annually)
 - Self/Stakeholder Assessment Data (e.g. [TFI](#), [Status Tracker](#), annual action plans, staff feedback, etc.) (annually)
 - [Discipline Data Reporting Tool \(DDRT\)](#) with discipline data (monthly),
 - [school-wide data](#) (e.g., attendance, nurse visits) (on-going), [universal screener data](#) (2-3 times per year) and Requests for Assistance (on-going)
 - [Tier 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](#) and [evaluation planning](#) (e.g., [TFI](#) implementation process at Tier 1 and/or Tier 2 level annually)
- Provide feedback to the DE-PBS Project regarding concerns, successes and ideas

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

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](#) (PPT/resources to support TL knowledge, skills, and leadership)
 - Team Leader [Interview](#) (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

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](#) and/or ask Team Leaders to submit monthly agendas and minutes to preview & provide feedback
 - Send reminder regarding [DSCS](#) 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](#), [DSCS](#), [TFI](#)) and collection schedule
 - Send [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.

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](#) to be submitted to DE-PBS Project by January 13, 2023

Spring

- Systems:**
- Hold scheduled Team Leader meetings (bi-monthly, quarterly, etc.)
 - Define District expectations for MTSS action planning for the 2023/2024 school year.
- Practice:**
- Provide [Tier 1](#) 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](#) to be submitted to DE-PBS Project by June 16, 2023
 - 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](#).

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](#) resource)
- Data:**
- Collect school team Action Plans
 - Update District MTSS Action Plan