

District Coach Transition Interview

District MTSS Coaches are integral to the success of MTSS efforts, at the district and school level. This comes from being deeply involved in the coordination of team systems, data-related protocols and practices grounded in equity. As such, when there is a transition between new and old coaches, MTSS efforts for and with students, staff, and families can be greatly impacted.

Transition Interview Template Directions: Included is a transition interview template district personnel can use to conduct an interview with outgoing MTSS coaches to help identify important information the incoming MTSS coaches may need to maintain and/or build upon current team successes.

Please note: *This template can be edited to meet any districts' unique context; however, we do recommend that MTSS Coaches review this document, respond to prompts, and share as part of a transition conversation to help new coach(es) identify how to (1) access existing district and school-level materials and (2) identify what are the current areas of strength and need regarding MTSS systems, data, and practices across the district.*

Please consider these recommendations from the DE-MTSS TA Center and add to them:

Systems

- ☐ *Ensure that district-wide conversations and decision-making around MTSS have district and school personnel represented.*
- o Maintain a list of school-level MTSS team schedules so you are able to plan ahead of visits and/or communications during the school year. Within this list, include team lead names, emails, and roles within the building.*
- ☐ *Coordinate a schedule of regular meetings and/or outreach to school-level MTSS leads and district-level counterparts across the district.*

Data

- o Create a schedule for the year to investigate district-wide and school-level data sources and data sets.*
- ☐ *Be prepared to facilitate the district and schools' review of data for strategic action planning related to MTSS programming and fidelity.*
- ☐ *Facilitate the district and schools' use of multiple data sources to develop precision statements, problem-solve, action plan to meet goals, and monitor implementation strategies.*

Practices

- ☐ *Help school-level MTSS coordinators and teams in documenting their goals and plans for MTSS activities. Their plans may include: student & staff presentations, ongoing MTSS staff meeting/PLC updates & discussions, newsletters, website updates, non-academic and academic programming info, specific behavior interventions, and data trends related to SEB and academics.*
- ☐ *Assist with identifying PL for district and building staff based on the data analysis, and create and/or help facilitate skill-building PD/PL related to MTSS implementation.*
- o Maintain regular and ongoing contact with the DE-MTSS TA Center and the MTSS Cadre to problem-solve and support implementation.*

District MTSS Coach Transition – Interview/Discussion Checklist

Date of Coach-to-Coach Interview/Discussion _____

Anticipated Date of MTSS Coach Transition: _____

ACCESSING MTSS COACHING MATERIALS & RESOURCES

Accessing DISTRICT-LEVEL MTSS Materials/Resources *	
Electronic Materials	
Physical Materials	

Accessing SCHOOL-LEVEL MTSS Materials/Resources*	
Electronic Materials	
Physical Materials	

* Example materials/resources may include the following:

• District strategic intents and/or action items related to MTSS Implementation	• Listings of academic curricula used district-wide
• Listings of data sources that inform MTSS data-based decision-making	• Listings of SEL/behavior expectations for schools
• Listings of school-level MTSS leaders and MTSS meeting schedules districtwide	• Copies of previous district-wide trainings related to MTSS systems, data, and/or practice

COMMUNICATION STRATEGIES

Reflections on Communicating** Coaching Messages and/or Tools for MTSS Implementation	
In-House	<i>What have been the most (and least) successful methods of communication...</i>
...at the district level	
...with elementary schools	
...with middle schools	
...with high schools	
Other Partners	<i>What have been the most (and least) successful methods of communication...</i>
...with the DE-MTSS TA Center:	

...with families and community members:	
---	--

**** Example communications:**

Sharing MTSS guidance documents from your office and/or the district	Recommending MTSS Guidance documents from state and national leaders in MTSS programming
Letting folks know about professional learning opportunities within the district	Distributing links to professional learning opportunities available statewide and/or nationally
Sending personalized invitations to in-district MTSS coaching support and/or networking	Passing along Invitations to in-district MTSS coaching support and/or networking

IN SUMMARY & THINKING AHEAD:

Top 3 Coaching Activities Recommended for Sustaining in the Next SY	
1	
2	
3	

Top 3 Coaching Challenges to Consider When Planning For the Next SY	
1	
2	
3	

Goal Setting (To Be Completed With/By the New Coach)			
Coaching Goal	With Who	By When	First Progress Monitoring Date