

EARLY CHILDHOOD SPECIALIST

The *Early Childhood Specialist (ECS) is the educational leader and catalyst for continuous quality improvement for each Great Start Readiness Program (GSRP) classroom. Through observation and feedback, the ECS supports teaching teams and site administrators to provide high-quality preschool with fidelity to the GSRP model. The ECS confidently advocates for children, families and teachers to ensure appropriate decisions are made about the program. The ECS position is prominently featured in the ISD Program Evaluation policy. The ISD should allow flexibility for unique program situations such as GSRP/Head Start Blends, ensuring the ECS adds value to existing classroom supports while meeting GSRP requirements.

Intermediate School Districts (ISDs) may employ/contract with qualified ECS to carry out the requirements specific to GSRP or may allow some or all subrecipients to contract with a qualified ECS to carry out the requirements specific to the grant. One person may not be employed to fill both a Lead Teacher position and an ECS position. The local program administrator may be the ECS, if qualified.

To be hired or contracted as an ECS, a candidate must have:

- A graduate degree in early childhood education or child development.
- Five or more years of relevant job experience in early childhood education (such as working with young children in a group setting, program planning and implementation, program evaluation, staff supervision/development and program management).

Before or immediately after being engaged, the ECS must acquire:

- Knowledge of the [*Early Childhood Standards of Quality for Pre-Kindergarten*](#) (ECSQ-PK).
- Knowledge of GSRP requirements as outlined in the [*GSRP Implementation Manual*](#).
- Knowledge of State of Michigan [*Licensing Rules for Child Care Centers*](#).
- Formal training in the selected approved developmental screener, comprehensive curriculum, authentic child assessment, and program evaluation tool of the classrooms supported. Formal training is defined as comprehensive training in full implementation of a tool, completed by a certified trainer of the tool, such as those who have attended training of trainers.
- Knowledge of the [*Essential Instructional Practices in Early Literacy, Prekindergarten*](#).
- Knowledge of alignment documents between curricula and the ECSQ-PK.
- Status as a Reliable Assessor/Certified Observer in the applicable program evaluation tool(s):

[Preschool Program Quality Assessment – Revised](#) (PQA-R)

ECS successfully completing PQA-R training are required to complete reliability testing for two consecutive years and then the reliability test is required every two years (testing required year 1, 2, 4, 6, etc.). Should an ECS have a gap in Reliable Assessor status for any reason, the ECS is required to take the reliability test for two consecutive years before going back to a two-year cycle of testing.

[Classroom Assessment Scoring System](#) (CLASS)

A Certified CLASS Observer is a person who has attended an in-person CLASS Observation Training and who has passed a CLASS Reliability Test within the past year. Each ECS using CLASS must be a Certified CLASS Observer. An annual recertification test is required to maintain CLASS Observer status.

Each ECS must be able to perform the following functions for each assigned classroom:

- Develop a collaborative relationship with the teaching team to build trust and set the stage for strength-based coaching.
- Before the children’s program begins, work with teaching teams to ensure that planned daily routines and classroom arrangements meet GSRP requirements and reflect the comprehensive curriculum model.
- Implement an induction plan for new teaching staff to provide information about GSRP and the role of the ECS in supporting continuous improvement. It is especially important for new teaching staff to receive multiple visits and feedback early in the school year.
- Visit each classroom when children are present a minimum of three times each school year, ensuring all parts of the day are observed over time, outside of the classroom evaluation observation. ‘Walkthroughs’ that last only a few minutes are not sufficient to meet this requirement.
- Provide monthly coaching to teaching teams, based on the professional growth plan, which may include offering support by observing to provide feedback on techniques or interactions, modeling strategies with children, attending home visits/conferences, offering classroom or professional learning resources, meeting with teaching teams to discuss feedback, strengths and needs, plans, etc. Meetings may be in person or through electronic means.
- Support each teaching team to meet grant expectations around the learning environment, daily routine, adult-child interactions and partnership with parents as outlined in the [Classroom Requirements](#), [Curriculum](#) and [Parent Involvement](#) sections of the GSRP Implementation Manual.
- Monitor formal training in the curriculum and ongoing child assessment tool and support their use with validity to the exclusion of supplemental curricula and assessments unless the process for approval by the ISD has been completed and approved.
- Monitor quantity and quality of narrative anecdotal evidence entered into the child assessment tool by each teaching team. Support the continuous,

purposeful analysis of child progress to inform parent partnerships and teaching through lesson planning for meaningful, intentional whole group instruction, as well as respond to small group and individual child needs.

- Review child outcome data.
- Participate in consistent documentation of work across the ISD, documenting each coaching session. For example, coaching models offer a system to help ECS to document approaches with unique teaching teams, coaching logs, observation summaries, coaching plans/goal setting, coaching reflections and follow-up with teaching teams.
- Be available for teaching teams between visits as needed.
- Follow up with the appropriate administrators, including the ECC, if aware that licensing requirements are not met.
- Attend ISD ECS meetings and professional learning opportunities.
- Ensure that the selected program evaluation tool is administered between March 1 and May 30 with entry into the online system completed by June 15.
- Analyze program evaluation results, ECS observations, teaching staff interests, administrative input, and child outcome data with each teaching team to set goals for the classroom and identify areas for professional learning using a strength-based approach. An effective professional growth plan will:
 - Identify the goal;
 - Identify related program evaluation indicator(s) or child outcome objective(s);
 - Set strategies and activities to impact teacher knowledge, (e.g., watching a training video together, videotaping with teacher reflection, visit another classroom with teacher reflection, support from another member of the ECS team, making visual cues, over-the-shoulder coaching or a focus strategy;)
 - Supply needed materials;
 - Make changes in indoor/outdoor learning environment and daily routine;
 - Include specific timelines and a person responsible for each activity; and
 - Determine how progress will be measured (e.g., teacher completion of actionable strategy and reflection form, strengthened program evaluation scores and/or child outcome data.)
- Monitor progress toward meeting the goals throughout the year. Feedback follows the same process as above, documenting strengths and any areas still needing improvement; the continuous improvement plan should be updated and modified as appropriate.

ISD GSRP requirements that **may** be assigned to an ECS, depending on the unique configuration of each ISD:

- Acting as a leader in local or subrecipient-level data analysis team (See the [Program Evaluation](#) section of the Implementation Manual for more information on the data analysis team).
- Ensuring that program evaluation reports are shared with the GSRP Early Childhood Contact (ECC), subrecipient administration and GSRP Parent Advisory Committee(s).
- Helping to design annual, data-driven professional development calendars for teaching teams.
- Facilitating meaningful professional learning and/or ensuring GSRP staff receive appropriate professional learning.
- Acting as a primary program contact with subrecipient administration.
- Providing input on classroom needs to ensure program funds are used appropriately, particularly using knowledge of classroom needs when recommending approval/rejection of capital outlay requests.
- Supporting alignment of GSRP with K-12 and children's transition into kindergarten and protecting hallmarks of early childhood education such as learner-centered, active, participatory learning and authentic partnership with families in their child's development.
- Supporting teaching teams to understand and implement community, school, and classroom transition plans throughout the year. (See the [Transition](#) of the Implementation Manual for more information.)
- Supporting programs to access resources, including Michigan Department of Education (MDE) sponsored professional learning, MiRegistry, Resource Centers and the Great Start to Quality Rating System.
- Assuring documentation of strong and positive parent engagement, such as completion of formal parent contacts where there is a reciprocal exchange of information about the curriculum and their child's development, with aligned strategies to promote and extend children's learning at school and at home, as well as partnership on referrals to meet child and/or family needs.

Additionally, the ISD must ensure that each ECS has support to engage in appropriate professional learning opportunities to remain up-to-date with: early childhood education theories and practices; supported developmental screening, ongoing assessment tools, comprehensive curricula; and, coaching and mentoring processes. The ECS attends meaningful, high quality professional development events, such as national early childhood conferences or training, MDE sponsored professional learning, the Michigan AEYC Professional Learning Institute and/or the HighScope International Conference and Research Symposium. In addition, the ISD must provide opportunities for ECS to reflect on the ECS role and responsibilities with peers more than once per year utilizing listservs, webinars, local or regional meetings, etc.

Program-Wide Continuous Improvement

GSRP requires that the ECS along with the ECC and appropriate advisory committee(s) considers each classroom and the program as a whole to provide answers to a few key questions:

- What is working and what needs to be improved?
- What support do staff need to be fully prepared to carry out the program with fidelity?
- What guidelines have staff received about collecting, analyzing and using high quality data?
- What experiences need to be added or strengthened in the classroom for the children?
- How is the program demonstrating children's growth?
- How are parents engaged as active decision makers for the program and in an exchange of information around goal setting and progress for their children?

The ECS sets the stage for answering these questions by supporting each teaching team in high fidelity use of an approved comprehensive curriculum and ongoing child assessment tool, and through the administration of an approved program evaluation tool. The ECS also considers how grant expectations are met as outlined throughout the Implementation Manual.

The ECS facilitates a relevant and useful professional learning plan each year, taking into account patterns in child data, individual needs of the staff, as well as the overall support needed to address aggregated data. Professional learning is connected to the ECSQ-PK and the curriculum. The professional development calendar should address program orientation, how new staff members are mentored, developmental screener/curriculum/child assessment training, in-service training, monthly training topics, and contract professional learning days. Though the professional learning plan may be created by the ECS, it should be shared annually with the local advisory committee(s) for input to support their engagement with the process.

Early in the school year, the designated program evaluation tool for each classroom is administered for new teachers to aid in understanding of the tool and process and to identify the teaching team's strengths and areas for improvement. When the structure of a teaching team changes, the ECS in partnership with the ECC and program administrator may determine if a baseline program evaluation is necessary.

Information relating to both the status of program quality and level of success in meeting the current year's goals and the goals set for the following year is shared with local advisory committees, parents, staff, administration, and the school board. Finally, the GSRP ECC leads activities to aggregate all subrecipient data collected by the ECS, and together they evaluate and broadly share program success.

*Use of the term ECS throughout this document refers to a singular ECS or to the multiple members of an ECS team.