**Individual Professional Development Partnership Agreement**

**Child Family Specialist:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* **Coach:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Read through the Coach/Mentor and Coachee Professional Development Partnership Agreement together prior to beginning Professional Development Goal setting.

**As your EHS Coach/Mentor, it is a privilege to partner with you to support your professional development within home visiting practices. As the EHS Coach/Mentor, I agree to:**

* Be respectful and supportive of the coachee by being punctual and, when possible, providing support as requested.
* Develop an individualized plan with the coachee that includes goals related to improving school readiness outcomes for all children chosen by the coachee. The plan will include steps for achieving goals and the coach’s and coachee’s responsibilities related to each step.
* Schedule, plan, and (optional) facilitate focused observations, reflection and feedback, and coaching sessions.
* Provide support by sharing resources, providing models of effective teaching practices, and providing supportive and constructive feedback.
* Remain supportive rather than evaluative and maintain, to the maximum extent possible, a separation between coaching and performance evaluation.
* Ensure you have a safe place to share personal information and always keep confidentiality
* Support bi-monthly check-ins.
* Let you know if I need to change a scheduled meeting as soon as possible and attempt to reschedule it for later that week.

**As the Coachee, I agree to:**

* Be respectful to my coach/mentor by being punctual. I will inform my coach/mentor of any changes in my schedule that may prevent me from following through with my timeline or bi-monthly check-ins.
* I will provide a space to meet that is free from interruptions.
* I will participate in the PBC model by working on the designated steps within my goal.
* Bi-monthly connections with my coach/mentor to help me stay accountable to myself and increase my ability to achieve my goal.
* Actively engage in coaching sessions through assessing my strengths and needs, asking questions, sharing pertinent information, reflecting, listening, and identifying goals and the means to achieve those goals in collaboration with the coach/mentor.
* Be open to being observed and receiving feedback.
* Be open to change and learning.
* Apply and analyze new teaching practices with the support of my coach/mentor.

Coach/Mentor Initial & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coachee Initial & Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_