

**Target Coach Roles: TCCE, BOOST, Connect, record keeping, and Sorting Sheet resolutions**

As a coach we will support and encourage the teacher in a positive manner. When a teacher has a concern about a student through the screening or by completing the Teacher Referral Process form the child will start the TCCE plan. The coach will start and maintain [TARGET individual student progress monitoring log.docx](#) records. The coach will also collect [BOOST Records](#) to assess student progress at the end of each connect term. Throughout the process if a teacher requests a parent conference, the coach will be available to attend.

When a [Teacher Referral Form](#) is filled out it is placed in the Target mailbox in the main office. On sorting days Nancy or Diane will bring Referral Forms to the Target Team meeting. A meeting will be scheduled to discuss the student with the teacher and develop a plan to support the student.

The Target Coach is responsible for following up on resolution items in the Sorting Record Sheet, reviewing the TCCE Procedural Sheet ([Target TCCE Manual.doc](#)) with the teacher as well as the [script for the phone call](#) to be placed to the parents. The coach will then be responsible for going on to the N drive and updating [the Parent Notification Form](#) for the specific child and giving this form to the student's teacher. Next, the teacher will be asked to make a phone call to the parents. Coach will also give out [TCCE forms](#) and the [Parent-Home Connection Form](#), in which the teachers can make more copies when needed.

When a student is brought up through the screening process: BESS, or [Indicators](#)

First the assigned coach will meet individually with teacher to validate or not validate concerns. The coach is responsible for reviewing the Teacher, Check, Connect and Expect Procedural Sheet with the teacher as well as the script for the phone call to be placed to the parents. The coach will then be responsible for going on to the N drive and updating the Parent Notification Form for the specific child and giving this form to the student's teacher. Next, the teacher will be asked to make a phone call to the parents. Coach will also give out TCCE forms and the Parent-Home Connection Form, in which the teachers can make more copies when needed.

The first check-in between the coach and the teacher will be in two weeks after the [TCCE](#) charts were started with the child. If a child is doing well then the teacher continues to do TCCE until the student is self-monitoring to lead towards graduation within a specific amount of time. If the child is not responding well to TCCE then the coach will inform the Target Team to schedule a meeting to discuss and tweak the TCCE form accordingly. If concerns continue with a child who is not responded the teacher will come back to team in four weeks.

Once TCCE has been started, charts will be completed on a daily basis. The teacher will need to hand in these forms at least once a week to their assigned coach. Anne Sotirakopoulos will enter the data into CICO. If a new coach is brought to the team they will be assigned a mentor. A coach will be responsible for updating the file on individual students.

When defined success indicator is achieved a celebration will take place. This will be a reflection on student progress attended by the student, teacher and coach.