Classroom Engagement Model Year 1 Roles Overview

Implementation Team

Who — 6-10 team members, including administrators, an internal coach, data manager and representatives from each role or program

What — Create the systems and processes to support program wide adoption

How Long — *Approx. 1.5 hours each month to meet

Internal Coach

Who — A member of the team who will be trained in Practice Based Coaching

What — Observe classrooms, provide feedback and reflect on practices 2 times each month

How Long — *Approx 1.5-2 hours each month per coachee and *Approx. 5 hours for each CEM checklist (2/year)

CEM YEAR 1 TRAINING OVERVIEW

Time:	Training:	Who Attends:
1 day	Program Wide Adoption Training	Implementation Team
1 day	CEM Module 1 Training	Implementation Team & all coachees
4 hrs each	CEM Modules 2, 3, 4 & 5 Trainings	Implementation Team & all coachees
1 day	Practice Based Coaching Training	Internal Coach(es)
1 day	Data Manager Training	Data Manager and 1 Internal Coach
4 hrs	CEM Checklist Training	Internal Coach(es)
1 day	Implementation Retreat	TBD by Implementation Team

Data Manager

Who — Member of the program who can use Microsoft Excel to enter data

What — Enter data into spreadsheets provided by MNCoE, run reports, attend the implementation team meetings, and submit data to MNCoE 2/year

How Long — *Approx. 2-3 hours each month

Coachee

Who — All staff in a coached classroom team, including teachers, paraprofessionals, early childhood special educators and related service providers

What — Implement CEM practices and participate in Practice Based Coaching sessions

How Long — *Approx. 1-2 hours each month

*These times are approximate and may vary depending on your program's size and rate of scale up.
See the detailed handout 'Roles and Responsibilities' for additional information.

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