

DRAFT – FOR COACHES USE ONLY

Note that this resource was not created by Teachstone, but instead, by a current myTeachstone user!

myTeachstone Coach Protocol

Participant Activity

1. Coaches will inform each participant that weekly activity is required to maintain subscription with myTeachstone.
2. Participants will have two weeks to logon to myTeachstone after Teachstone sends the email with logon information.
3. Coaches will communicate with participants during the 2 week time period to encourage and support successful logon. Communication may entail email, telephone calls and/or visits.
4. The end of the two week period the coach will send an email informing the participant that the subscription is in jeopardy if the participant does not logon by a deadline date determined by the coach (a standardized email will be created).
5. Coaches will email the Operations Specialist to request deactivation for participants who have not activated their subscription within the designated time period.
6. Participants who become inactive at any time during their subscription period will receive a warning email from the coach (see item #4 above).
7. Coaches will email the Operations Specialist to request deactivation for participants who have been inactive for at least two weeks and have not responded to at least two warning emails.
8. Coaches may elect to replace any participant that is deactivated.

Resource Recommendations/Coach Support

1. Coaches will recommend videos, courses and articles for participants based on their individual needs and age group served. Family child care providers working with mix aged group should have recommendations for each age group.
2. Coaches will recommend at least 4 videos and/or courses per month for participants to review
3. Participants will be required to complete reflection questions for each video that is recommended.
4. Coaches will monitor myTeachstone website on a regular basis to ensure timely feedback for participants.
5. Coaches will schedule monthly coaching sessions with participants; sessions may be conducted in person, on the telephone or WebEx (coaching sessions will occur between September and June).
6. Coaches will respond to reflection questions in person or in writing.
7. Coaches will use a log, requiring teachers/providers to initial each coaching session, to track coaching sessions.

Incentives

1. Participants enrolled in the Teaching STARS and Infant-Toddler Block Grant projects will have access to incentives for participating in myTeachstone.
2. Participants must complete at least 80% of the recommended resources, including videos, courses and articles to be eligible for an incentive.
3. Participants must attend 7 coaching sessions, between September and June to be eligible for an incentive (coaching sessions may be conducted in person, on the telephone or WebEx).
4. Coaches will print each teacher's landing page on myTeachstone at the end of the year to verify percentage of completion.

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Notifications – To be sent via email by the Coach

<p>Warning for failure to activate myTeachstone subscription within the two week timeframe</p>	<p>Please activate your myTeachstone subscription by XXXXXX. If you need assistance please contact me as soon as possible.</p> <p>If you do not activate by the deadline date your subscription will be revoked.</p>
<p>Warning for inactivity over two or more weeks</p>	<p>Several attempts have been made to remind you about the requirement to visit the myTeachstone website on a weekly basis.</p> <p>Our records indicate that it has been over a week since you logged on to your account. The requirement to visit weekly helps you take full advantage of the professional development offered through this web based experience.</p> <p>Your continued inactivity will put your subscription in jeopardy. Please logon by XXXX to view the recommended resources.</p>
<p>Deactivation notice</p>	<p>Your myTeachstone subscription has been deactivated effective XXXXX, due to inactivity.</p>