



This Case Study is your opportunity to present one of your coaching relationships as a demonstration of the Colorado Competencies for Early Childhood Coaches.

Case Study Description

Elements

The Case Study consists of the following 5 required Elements (see detailed instructions for each on following pages) :

- A. Setting the Context
- B. Coaching Agreement
- C. Coaching Action/Implementation Plan
- D. Description of Coaching Action/Implementation Plan
- E. Reflection
- F. Artifacts (optional)

Demonstration of Competencies

In addition to completing the documentation of each of these elements, the Case Study requires a description of how you demonstrated 15 of the Colorado Competencies for Early Childhood Coaches. The 15 competencies that must be described include the highest level competency in each of the following 13 competency categories:

- Philosophy, Ethics & Code of Conduct
- Establishing the Coaching Agreement
- Establishing Trust with the Coachee
- Coaching Presence
- Active Listening
- Powerful Questioning
- Direct Communication
- Creating Awareness
- Planning & Goal Setting
- Designing Actions for Implementation
- Managing Progress & Accountability
- Assessing Coach Practice
- Assessing Coaching Outcomes

And, one competency of your choice from each of the following Competency Domains:

- Communicating Effectively
- Facilitating Learning & Results

To describe these 15 competencies, please select the Case Study element you feel most directly connects to each competency and provide a description of how you demonstrated that competency in this aspect of your coaching relationship.

Case Study Scoring

Scoring for the 5 required Elements:

The presence/absence and quality of each element will be scored on a scale of 0-2:

Component	Points			Total Possible Points
	0	1	2	
Elements				
A. Setting the Context	Less than 5 descriptors not present		All 5 descriptors present	2
B. Coaching Agreement	No coaching agreement criteria are present	At least 3 of the criteria are present	All 5 criteria are present	2
C. Coaching Action/ Implementation Plan	Fewer than 3 criteria present	3 out of 4 criteria present	All 4 criteria present	2
D. Description of Plan	Responses to questions do not align with the Competencies	Responses to questions partially align with the Competencies	Responses to questions fully align with the Competencies	2
E. Reflection	Responds to 1 or fewer questions	Responds to 2 questions	Responds to at least 3 questions	2
F. Artifacts	Optional			
Total Possible Points for Elements of Case Study				10

Scoring for Demonstration of Competencies:

The presence/absence and quality of the descriptions of application of the competencies will be scored on a scale of 0-2:

Points assigned to Description of Each Competency (Refer to the Colorado Competencies for Early Childhood Coaches)

Description of each Competency	0	1	2	Total Points for each Competency Category
	Limited Description	Adequate Description	Strong Description	
	Little to no description of competency	Some description using at least one example	Thorough description using multiple examples	2
Maximum possible points (2 points x 15 competencies) =				30

Total maximum points for the Case Study = 40. Applicants must receive a minimum of 30 points and have no elements missing for the Case Study to be considered for the Level 3 Credential. If an applicant's Case Study does not earn enough points for a Level 3 credential, the applicant will be given 60 days to revise and resubmit the Case Study or complete the Level II Questionnaire for a Level II Credential.

Instructions for each Element

A. Setting the Context:

Please provide the following information about the coaching relationship that you have selected for your Case Study including the following five descriptors:

1. Coaching initiative or project (e.g. EQIT, School Readiness, Pyramid Plus, QRIS)
2. Coachee setting (e.g. family child care home, large center, Head Start, school district pre-K)
3. Describe at least 3 characteristics of the coachee that were pertinent to your coaching
4. Duration, frequency, mode of delivery and number of hours of coaching delivered as of date application is submitted
5. In two or three sentences, please explain why you selected this coaching relationship for your Case Study

B. Coaching Agreement:

Please provide a written Coaching agreement that defines for both parties the five following criteria:

1. Roles
2. Responsibilities
3. Expectations
4. Purpose of coaching
5. Timeline

These should be defined for the initiative specific to your case study. If any of these were not addressed in the written agreement, please describe how you established agreement with your coachee for those criteria.

C. Coaching Action/Implementation Plan

Please provide a copy of the Coaching Action/Implementation Plan created with this coachee. This plan should include the following:

1. Goal Statement(s)
2. Specific activities/strategies to achieve the goal(s)
3. Person responsible for each activity/strategy
4. Timeline

D. Description of Coaching Action/Implementation Plan

Please provide a description of how this plan was created by addressing the following questions:

1. How were the goals created and prioritized?
2. How were the activities/strategies selected?
3. Did you encounter any barriers or challenges in creating the plan and, if so, how were these addressed?
4. How was the plan implemented?
5. What were the final outcomes and how were they measured?

E. Reflection

Please reflect on your case study by responding to the following five questions:

1. As a result of this coaching experience, what have you learned and how?
2. Related to this coaching experience, what are you most proud of and why?
3. What did you most appreciate about this experience and why?
4. What did you feel most challenged by in this experience and why?
5. In the future, what do you commit to being more intentional about and why?

F. Artifacts (optional)

Please include any artifacts (photos, documentation, etc.) to support your case study.

Case Study Rubrics for Reviewers

Required Elements

Component	Points			Total Points
	0	1	2	
Elements				
G. Setting the Context	Less than 5 descriptors not present		All 5 descriptors present	
H. Coaching Agreement	No coaching agreement criteria are present	At least 3 of the criteria are present	All 5 criteria are present	
I. Coaching Action/ Implementation Plan	Fewer than 3 criteria present	3 out of 4 criteria present	All 4 criteria present	
J. Description of Plan	Responses to questions do not align with the Competencies	Responses to questions partially align with the Competencies	Responses to questions fully align with the Competencies	
K. Reflection	Responds to 1 or fewer questions	Responds to 2 questions	Responds to at least 3 questions	
L. Artifacts	Optional			
Total Possible Points for Elements of Case Study				

Demonstration of Competencies

Competency Categories	Scoring			Total Points
	0	1	2	
1. Philosophy, ethics, code of conduct	0	1	2	
2. Establishing the coaching agreement	0	1	2	
3. Establishing trust with the coachee	0	1	2	
4. Coaching presence	0	1	2	
5. Active listening	0	1	2	
6. Powerful questioning	0	1	2	
7. Direct communication	0	1	2	
8. Creating awareness	0	1	2	
9. Planning and goal setting	0	1	2	
10. Designing actions for implementation	0	1	2	
11. Managing progress and accountability	0	1	2	
12. Assessing coach practices	0	1	2	
13. Assessing coachee outcomes	0	1	2	
14. Communicating Effectively Domain (additional competency)	0	1	2	
15. Facilitating Learning and Results Domain (additional competency)	0	1	2	
Total Possible Points for Competencies				

Total Case Study Points

Points for Elements

Points for Competencies

Total Points for Case Study

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