

### **Roles and Responsibilities of IPOP Team Lead**

1. Serve as the liaison between the early childhood program and the division administrator
2. Serve as the liaison to T/TAC specialists for addressing logistics related to the LTTA
3. Facilitate the attendance of all IPOP team members at all meetings
4. Maintain IPOP resource library
5. Disseminate information and resources to the team
6. Acknowledge and share IPOP team progress and accomplishments
7. Participate in ongoing problem-solving and planning for IPOP implementation with school administration, division administrators
8. Facilitate completion and submission of all required evaluation components
9. Maintain an archive of policies and procedures related to the inclusive program

### **Roles and Responsibilities for IPOP Coach**

1. Attend and participate in regional/state professional development meetings
2. Facilitate the attendance of all IPOP team members at all meetings
3. Facilitate ongoing professional development activities for school faculty and staff
4. Link IPOP team members and staff to resources
5. Maintain IPOP resource library
6. Disseminate information and resources to the team
7. Acknowledge and share IPOP team progress and accomplishments
8. Participate in ongoing problem-solving and planning for IPOP implementation with school administration, division administrators
9. Provide ongoing classroom supports including regular observations and feedback to teachers and paraprofessionals
10. Build knowledge of quality inclusive practices through mentoring with T/TAC, attending professional conferences and reading research, etc.
11. Facilitate completion and submission of all required evaluation components
12. Maintain an archive of policies and procedures related to the inclusive program
13. Facilitate ongoing orientation activities to all staff and families
14. Attend training to become a QRIS mentor and provide mentoring within the IPOP program

*Note: The team lead and team coach could be one role or they could be performed by different people.*

## **What personnel might be best suited to fill the Team Lead/Coach role?**

- Administrator/Lead Teacher/Coordinator/Resource teacher with expertise in early childhood special education
- School psychologist with early childhood background
- Coordinator/Specialist of Head Start, VPI, or other early childhood programs
- Personnel with dual certification in ECE and ECSE

## **What skills or background knowledge should the Team Lead/Coach have?**

- Knowledge of quality early childhood practices
- Time management and organizational skills (lead) Time management and organizational skills (coach/mentor)
- Team building and facilitation skills
- Problem solving skills
- Effective listening/communication skills
- Collaboration skills
- Ability to access resources within and outside of the division
- Willingness to learn new information