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

Demonstration of Competencies
In addition to completing the documentation of each of these elements, the Case Study requires a description of how you demonstrated the Level 3 Colorado Core Competencies for Early Childhood Coaches in this coaching relationship. Please use the Case Study Demonstration of Competencies Form to complete this component of the Level 3 Coaching Credential Case Study. In the form, use specific examples of your behaviors, interactions, choices, language, etc. to describe how you demonstrated a specific competency in each of the follow competency categories:

- Philosophy, Ethics & Code of Conduct  
- Needs of Adult Learners  
- Establishing the Coaching Agreement  
- Establishing Trust with the Coachee  
- Coaching Presence (NOTE: this category requires discussion of 2 competencies)  
- Active Listening  
- Powerful Questioning  
- Direct Communication  
- Creating Awareness  
- Planning & Goal Setting  
- Designing Actions for Implementation  
- Managing Progress & Accountability  
- Assessing Coach Practice  
- Assessing Coaching Outcomes
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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Total Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elements</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>A. Setting the Context</td>
<td>Less than 5 descriptors not present</td>
<td>All 5 descriptors present</td>
</tr>
<tr>
<td>B. Coaching Agreement</td>
<td>No coaching agreement criteria are present</td>
<td>At least 3 of the criteria are present</td>
</tr>
<tr>
<td>C. Coaching Action/Implementation Plan</td>
<td>Fewer than 3 criteria present</td>
<td>3 out of 4 criteria present</td>
</tr>
<tr>
<td>D. Description of Plan</td>
<td>Responses to questions do not align with the Competencies</td>
<td>Responses to questions partially align with the Competencies</td>
</tr>
<tr>
<td>E. Reflection</td>
<td>Responds to 1 or fewer questions</td>
<td>Responds to 2 questions</td>
</tr>
</tbody>
</table>

**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 Core Competencies for Early Childhood Coaches)

<table>
<thead>
<tr>
<th>Description in each Competency Category</th>
<th>0 Limited Description</th>
<th>1 Adequate Description</th>
<th>2 Strong Description</th>
<th>Total Points for each Competency Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Little to no description of selected competency</td>
<td>Some description of how the competency was demonstrated using at least one example</td>
<td>Thorough description of how the competency was demonstrated using multiple examples</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**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
These elements can be provided in a word document and/or documents used as part of the coaching relationship

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?