

Tasks and Responsibilities of Tier 1 External Coaches 2019-2020

This coaching protocol is developed to assess the external SWPBS coaches' adherence to the experimental protocol under Work Package 2. The protocol is developed for coaches of Tiers 1,2 and 3, depending on the country that the SWPBS implementation is taking place. Specifically, this protocol refers to coaches that implement SWPBS in Year 1 (2019-2020). External coaches of Greece, Cyprus and Romania, will implement Tier 1 and external coaches of Finland will implement Tiers 2 and 3. The protocol is organised in the form of tables, indicating the responsibilities of coaches at a country and European level. In addition, the coaches' responsibilities are allocated in different categories, indicating the nature of work for each one and the time that each task would require. The protocol also serves as a checklist in order for coaches' self assessment and development of their workplan.

At country level (your responsibilities per school)			
School Trainings	Data Collection and Coding	School Technical Assistance (Coaching, Support, Consultation)	
		Coaching	Communication
1. SWPBS school team trainings (5 meetings, with a duration of 3 hours per meeting) November, December, January, February, March - Preparation of training materials (study of presentation, finding more	1. Monitoring Fidelity (TFI tool): Tool Administration - 1 st administration (October 2019): 1,5 hour at school - 2 nd administration (May 2020): 1 hour at school	1. On-site school meetings with SWPBS school team - Preparation before the meeting (reminder to the school team coordinator for agenda preparation, material preparation) (2 hours = 2 meetings X 1 hour)	- Create a shared email for SWPBS school team members -Create a shared viber group (or WhatsApp) for SWPBS school team

<p>material, booklet printing) (30 hours = 5 preparations X 6 hours)</p> <ul style="list-style-type: none"> - School team trainings (20 hours = 5 meetings X 4 hours) 	<p>Data synthesis</p> <ul style="list-style-type: none"> - 1st administration (October 2019): 1 hour - 2nd administration (March 2020): 1 hour with SWPBS school team <p>Training a member of SWPBS school team for the 2nd administration: 20 minutes</p>	<ul style="list-style-type: none"> - Meetings (1 hour and 20 minutes = 2 meetings X 40 minutes) - Follow up after meeting (Obtaining minutes from SWPBS school team, sending relevant material to school) (1 hour = 2 meetings X 30 minutes) 	
<p>2. Staff training during a school staff meeting</p> <ul style="list-style-type: none"> - Preparation of training materials (study of presentation, finding more material, booklet printing) (12 hours = 4 preparations X 3 hours) - Coordination with a SWPBS school team member or Director for organizing the presentation (presentation slide, separation and slide illustration) (4 hours = 4 preparations X 1 hour) - Staff training (4 hours = 4 meetings X 1 hour) 	<ul style="list-style-type: none"> - Questionnaire administration to school staff and children - Organisation of administration (scheduling an administration date with the school management team, during a staff meeting and in grades (with students 9-10 years old) printing and organizing questionnaires in envelopes): 1 hour - In person administration during a school staff meeting (1 hour = 2 staff meetings X 30 minutes) 	<p>2. Providing feedback on material and SWPBS school team actions (vision, values, lesson plans, reward system, supervisory tools, etc.) (15 hours)</p>	<p>-Email or phone calls to discuss procedural issues</p>

	<ul style="list-style-type: none"> - In person administration in classes (30 minutes per class) - Data entry, based on guidelines provided by your Project coordinator 		
<p>1. Monthly Online Meetings with a SWPBS school team Coordinator (For 2020-2021, online meetings will increase)</p> <ul style="list-style-type: none"> - Presentation preparation (study of the material, preparing slides with key points, sending an email / viber videoconferencing message, communicating via viber to the team coordinator for sending discussion topics during the meetings, composing responses from all trainers, and preparing an agenda) - (21 = 7 preparations X 3 hours) - Online Meetings (7 hours = 7 meetings X 1 hour) 			<ul style="list-style-type: none"> - Coordination with the SWPBS school team coordinator for posting material on the platform and managing each school unit's electronic folder on the Moodle platform (2.5 hours each week = 5 days/1 week preparation X 30 minutes) (For 7 months intervention: 70 hours, 7 months X 10 hours per month) - Your Project team coordinator needs to organize the platform space so that each school in the sample is able to post its material and the external coach can monitor it and provide immediate feedback.

<p>- Group moderator needs to organize your ZOOM video conferencing and post the link to the Moodle platform</p>			
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At European Level (your responsibilities with the Project Consultation Team as well as with the local Project Research Partner)

Training	Data Collection and Synthesis	Communication
<ul style="list-style-type: none"> - In person participation in trainings with the Project Trainers Support Team (Hannu, Vesa and Pirjo from JYU and Eliza from CARDET) - Participation in Online Meetings (24 times, 2 times per month X 1 year) - Attend weekly meetings with your country's coaches' coordinator as well as with other coaches to coordinate tasks (40 hours, 1 hour each week X 10 months) 	<ul style="list-style-type: none"> - Completion of individual questionnaires and sending to the Project Consultation Team - Provide information on your work/actions on a weekly basis to the Project Consultation Team 	<ul style="list-style-type: none"> - Systematic email or Viber communication with the Project Consultation Team

Tasks and Responsibilities of Tiers 2-3 External Coaches (JYU research group) 2019-2020

Tier 2 Intervention (Finland)

1. Tiered Fidelity intervention to check quality of Tier 1 activities
2. Training of selected staff on CICO – two models
 - Some schools have trained CICO coaches and additional booster training will be offered on a needs basis
 - Some schools are new to CICO, and will be provided full training
3. Target groups
 - Teachers' assistants
 - Special education teachers
 - Person responsible for student care (principal)
 - Class-teachers showing special interest to CICO
 - School psychologist / school social worker

Tier 3 Intervention (Finland)

1. Tier Intervention CICO Plus is launched after Tier 2 intervention for some of those students who do not respond favorably to CICO.
2. CICO team is established in schools
3. Training of staff on CICO Plus
4. Target groups:
 - Staff responsible for student care (oppilashuolto)
 - Special education teachers
 - CICO-coach
 - School psychologist / school social worker

Tier 2 and Tier 3 Training program

- Short information to whole staff (by municipality CICO coordinator)
- Training 1 and 2: CICO (all schools from municipality present)

- Review of need for training
- A three-hour training by project staff
- Training 3: CICO Plus (Schools with high TFI and CICO fidelity)

Winter and spring 2020

- i. Training 1 – **three hour training (CICO)**
- ii. Training 2 after one month interval – **three hours (CICO and CICO Plus)**
- iii. Training 3 after one month interval – **six hours (CICO Plus)**
- iv. Follow-up (for Training 3) and on the job professional consultation – **three hours**

Fall 2020

- v. Training 1 – **three hour training (CICO)**
- vi. Training 2 after one month interval – **three hours (CICO and CICO Plus)**
- vii. Training 3 after one month interval – **six hours (CICO Plus)**
- viii. Follow-up (for Training 3) and on the job professional consultation – **three hours**