

# Behavioral Agreement for On-site Support

**Review the following responsibilities BEFORE signing and submitting page 2 of the agreement for on-site support**

(e.g. related to students with autism spectrum disorder, low incidence disabilities, emotional/social challenges, challenging behavior, or program development)

## SESTA BEHAVIORAL COORDINATOR RESPONSIBILITIES

1. Set up initial site visit and program evaluation process with the school administrator/Special Education supervisor and/or Special Education teacher.
2. Coordinate initial site visit activities and schedule with the designated school site mentor.
3. Check in with the administrator and school site mentor/contact each time there is an on-site visit.
4. Provide in the moment coaching and training to site mentor throughout the coaching process.

### Day 1

1. Program and student observation and evaluation.
2. School team orientation and team organization.
3. Review of appropriate student/program records.

### Day 2

1. Meet with school team and school site mentor to discuss evaluation summary.
2. Guide team in identifying and prioritizing goals for the action plan.

### Days 3 – 5 (on-site or remote)

As needed; and determined by school team's goals and the Behavioral Coordinator's recommendations.

1. Provide implementation guidance and quality checks for fidelity of practices.
2. Guide ongoing problem-solving support until team has built fluency in the targeted interventions (this may also be remote guidance via phone, email, and online meetings).

## SCHOOL RESPONSIBILITIES

### The Principal

The Principal of the school site agrees to:

1. Assign a staff member who will serve as a School Site Mentor and act as the primary contact for the Behavioral Coordinator.
2. Provide release time **as identified in action plan** (based on the specific LEA's needs)
  - a. Review school site mentor roles and responsibilities.
  - b. Review school team member's roles and responsibilities.
3. Assist in the development of the goals for the action plan.
4. Assist with implementation and follow through of the action plan activities developed during coaching and training.
5. Participate in and complete evaluation related to the assistance provided.

### School Site Mentor

The School Site Mentor (assigned by the Principal) agrees to:

1. Facilitate on-site activities with the Behavioral Coordinator.
  - a. Secure consent forms prior to on-site visit:
    - Authorization for Exchange of Confidential Student Information form for educational purposes only.
    - Consent for video and photos for educational purposes only (optional but preferred).
    - Gain consent of other classroom teaching staff and school personnel to participate, as appropriate.
  - b. Participate in the initial coach's observation and program evaluation process.
  - c. Facilitate the Behavioral Coordinator and school team orientation meeting.
2. Assist and shadow the Behavioral Coordinator during on-site data collection activities.
3. Collect, analyze, and summarize baseline and intervention data.

### School Team Members

The School Team Members agree to:

1. Attend and participate in designated school team meetings as identified in the action plan.
2. Collect, analyze, and report data via decision making process.
3. Participate in all required training associated with the action plan.
4. Implement the action plan developed by the school team.
5. Participate in and complete evaluation related to the assistance provided.

Principal Signature: \_\_\_\_\_

Site Mentor Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**1)** Secure signatures; **2) scan and email page 2** of agreement to the Behavioral Coordinator you are working with; **3)** Once received an on-site visit can be scheduled.