



Boone County School District

**Proposal for Comprehensive Curriculum Department
Review: Comprehensive Review of Instructional Coach,
Coordinator, and Consultant Effectiveness and
Efficiency**

August 22, 2025

OVERVIEW

For over 15 years, Bailey Education Group's team of premiere instructional coaches, leadership coaches, and project managers have served schools and districts across partner states with the mission to Improve the Lives of All Children. They customize areas of focus to support school and district goals. Bailey's coaches customize comprehensive support through professional development and individualized, job-embedded coaching and modeling.

In preparing this proposal, our team has communicated with district and school leadership; reviewed the historical demographic and student data of each school; and determined what our current processes support, as well as those that will require new customization. It is through this analysis that we have established a solid understanding of the proposed scope of work.

SCOPE OF SERVICES

Instructional coaches work with teachers and leaders to build capacity and impact positive outcomes with a focus on the Professional Growth Standards for Teachers. Goal performance indicators include, but are not limited to, the areas below.

- Maximizing efficiency and effectiveness in curriculum department
- Comprehensive system review of curriculum department
- Defining roles and responsibilities of curriculum staff
- Professional learning and development opportunities for non-administrative certified staff

Proposal for Comprehensive Review of Instructional Coach, Coordinator, and Consultant Effectiveness and Efficiency

Scope of Services:

Year 1, 2025-26, contract up to 30 days at \$2500 per day, per coach

- Comprehensive review through interviews of current District Administration, Principals, Instructional Coaches, Coordinators and Consultants
- Comprehensive analysis of interview feedback and job descriptions
- Research best practice designs for Instructional Coaches, Coordinators, and Consultants in terms of job effectiveness.
- Recommendations for how to increase efficiency
- Improve design of performance evaluations for each position to increase effectiveness
- Create a timeline for improvement for desired outcomes by position with a system for correction action for non-growth
- Provide administration coaching for effective leadership and supervision of instructional coaches, coordinators and consultants

Year 2: 2026-27, contract up to 20 days at \$2500 per day, per coach

- Evaluate progress in the implementation of Year 1 recommendations and outcomes
- Provide recommendations for improvement
- Provide necessary training and coaching for improvement

Year 3: 2027-28, contract up to 15 days at \$2500 per day, per coach

- Evaluate implementation of plan
- Provide final summary

SERVICE DELIVERY

Bailey's instructional coaches will support special and general education teachers by serving/working as a resource provider, assessment and data coach, and curriculum and instructional specialist. Service delivery includes onsite (job-embedded) and virtual training, coaching, modeling, co-teaching, consultation, and technical assistance. Additionally, staffing of the project can be adjusted at any time by request of the school, district or by Bailey if goals are not being met.

DEBARMENT AND CONTRACTUAL AGREEMENT

Our client retention rate is very high with no debarment over the past decade serving schools across all partner states. This agreement between the school district and Bailey will become effective when signed by both parties and will terminate on the earlier of the date contractor completes the services required by this contractual agreement, or the date a party terminates the contract. With reasonable cause, either client or contractor may terminate this agreement, effective immediately upon giving written notice, due to reasonable cause that violates any of the material of this agreement with the quality of work outlined.

PROGRAM MANAGEMENT AND COMMUNICATION

All training and coaching work delivered by Bailey Education Group's instructional and leadership coaches is managed and evaluated by a project manager. The project manager analyzes and synthesizes student and teacher performance data to identify strengths and areas of concern and assists the school district personnel in establishing a scope of work for the project. The project manager will ensure that all services are provided with evidence-based fidelity. Services, including professional development, in-classroom coaching and modeling, co-teaching, student tutorials, data coaching, and technical assistance are all provided with a focus on achieving district and school-level goals. Coaches will check in with the building principal or designee on the day the service will be delivered and debrief the principal or designees at the end of the day. If no school personnel are available for an in-person debrief, the coach will send an email highlighting the focus of the day, strengths, areas of concern, and recommendations for teachers and leaders to implement. The coach will submit a detailed work report for each day of service to the project manager for review. The project manager will send the work report to the designated school or district personnel by Monday of the week following service delivery. Qualitative and quantitative program evaluation will be continuous throughout the project. Qualitative data will be gathered and shared through e-mailed summary reports sent to appropriate leadership. Quantitative data will be gathered and organized from universal screening, progress monitoring, and benchmark assessments as they are available. The project manager will regularly review student and teacher data to evaluate effectiveness and meet regularly with leadership to discuss overall strengths, concerns, recommendations, and next steps.