

ACYF Administration on Children, Youth and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Administration for Children and Families	
	1. Log No. ACYF-IM-HS-05-07	2. Issuance Date: 10/04/2005
	3. Originating Office: Head Start Bureau	
	4. Key Word: Professional development; Mentor-Coaching; Effective strategies that support teachers	

**INFORMATION MEMORANDUM**

**TO:** All Head Start Grantees and Delegate Agencies

**SUBJECT:** *Steps to Success* – Mentor-Coaching Instructional Materials

**INFORMATION:**

The Head Start Bureau has a long and extensive history of actively supporting quality education for children and families through professional development for teaching teams. In continued support of professional development for education managers, teachers, and home visitors, we are pleased to provide ***Steps to Success: An Instructional Design for Early Literacy Mentor Coaches in Head Start and Early Head Start.***

***Steps to Success*** is a comprehensive multimedia professional development system that builds upon existing mentor training and program practices already underway in Head Start and Early Head Start programs. It provides management and mentor-coaching support for children birth to five in home-based and center-based programs. ***Steps to Success*** is based on Head Start and Early Head Start principles and the Child Outcomes Framework and it offers comprehensive technology support to develop and sustain mentor-coaching relationships.

The ***Steps to Success*** package includes: Facilitator's Guide, Mentor-Coach Manual, Protégé's Journal, Professional Development Plan and the Decision Maker's Guide. It also includes a set of four Tutored Video Instruction DVDs.

***Steps to Success*** is designed to promote positive outcomes for teaching staff and the children they influence from birth to age five in early literacy and language development. The training package helps Early Literacy Mentor-Coaches (ELMCs) to increase their knowledge and refine and enhance their mentor-coaching skills in working with Head Start and Early Head Start teaching teams. ***Steps to Success*** is a valuable system that will support and provide ELMCs with the necessary tools to help ensure that teaching staff can create positive child outcomes necessary for Head Start and early school success.

As you know, the 1998 Head Start Act defines a mentor teacher as "an individual responsible for observing and assessing the classroom activities of a Head Start program and providing on-the-job guidance and training to the Head Start program staff and volunteers, in order to improve the

qualifications and training of classroom staff, to maintain high quality education services, and to promote career development in Head Start programs.” The Act also requires the Secretary of Health and Human Services, through the Head Start Bureau, to “promote the development of model curricula designed to ensure the attainment of appropriate competencies for mentor teachers in Head Start programs.” **Steps to Success** is a tool developed to support mentor teachers. It combines the best practices of Head Start professional development with leading research in a uniquely dynamic, multimedia format.

The strategies for mentor-coaching are proven to build strong and effective relationships among colleagues who work with children in early education settings and with families from diverse backgrounds. A mentor-coach is someone who influences lives. This can be anyone who guides, advises, encourages, and inspires us to reach our goals. **Steps to Success** blends coaching and mentoring into a single, comprehensive system.

The Administration on Children and Families' Regional Offices and the technical assistance providers for your Region are taking the lead on the rollout of these materials. The national contractor for **Steps to Success** will be working with your regional offices and the technical assistance providers in your region to plan opportunities for Head Start programs to receive more information on the effective use of these resources.

At this time, copies of the complete **Steps to Success** package are being provided to each grantee and delegate agency. After this initial distribution, materials will be available from the Head Start Information and Publication Center. Additional copies of the Protégé's Journal and the Decision Maker's Guide are also available from the Head Start Information and Publication Center. A Spanish translation of the Protégé's Journal, Decision Maker's Guide and Professional Development Plan will be available later this fall. You may order these online at [www.headstartinfo.org](http://www.headstartinfo.org) .

/ Frank Fuentes /

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