

ROOTED IN RELATIONSHIPS

LEAD COACH ROLE GUIDANCE

The Lead Coach plays a critical role in ensuring that coaching efforts are aligned, supported, and effective. Through strong communication, organization, and relationship-building, the Lead Coach helps create a consistent and supportive coaching environment that benefits providers, coaches, and the broader community.

Depending on community capacity, Lead Coach responsibilities may be shared among members of the coaching team and the community Rooted Coordinator. As a result, this role may look different based on community-driven work plans and needs.

The Lead Coach should have significant coaching experience, expertise in implementation of the Pyramid Model, and be actively coaching within the community. The Lead Coach must be able to clearly and effectively communicate the Pyramid Model to coaches, providers, families, and other stakeholders.

Key Skills of Effective Lead Coaches

Effective Lead Coaches demonstrate the following:

- Strong relationship-building and communication skills
- Ability to listen, validate, and support others without judgment
- Effective organizational skills and attention to detail
- Ability to manage multiple responsibilities and timelines
- Knowledge of the Pyramid Model and coaching practices
- Experience supporting both children and adults in learning environments
- Positive, growth-oriented, and solution-focused mindset
- Flexibility and responsiveness to community needs
- Intentional use of time and strong follow-through

Lead Coach Duties

While duties may vary by community, Lead Coaches consistently play a key role in supporting team coordination, communication, and implementation fidelity across the Rooted in Relationships initiative.

In addition to the standard Rooted Coach responsibilities, duties of the Lead Coach may include:

Coach Team Support:

- Participate in any required coach training, meetings, and conference calls throughout the contract period.
- Support coaches in the use of the coaching process including application of the five [characteristics](#) identified in the Nebraska EC Coach Training.
- Plan and facilitate monthly meetings with community coaching team.
 - This time can be utilized to share relevant information, allow opportunities for support for situations related to a site or provider(s), data collection, problem solving or capacity building for director, and/or provider scenarios, etc.
- Provide regular check-ins and problem-solving support to coaches
- Promote consistency across coaches by sharing updates, clarifying guidance and expectations, and aligning practices
- Assist in and facilitate fidelity to the [Rooted Pyramid implementation package](#) components.
- Support onboarding new coaches, including providing guidance on:
 - Coaching processes
 - Documentation expectations
 - Data collection requirements
- Help ensure new coaches are integrated into the team and understand how their role fits within the broader community structure

Provider Collaboration Meetings:

- In partnership with the coaching team and participating providers, ensure that Provider Collaboration Meetings are scheduled and implemented according to the Rooted in Relationships Package (6–12 times per year)

Training:

- Work with coaching team and coordinator to plan the delivery of the Pyramid Model Module Trainings to child care providers and directors at intervals required by the Rooted in Relationships initiative.

Trainers must meet the requirements to be a [Nebraska Pyramid Model Trainer](#).

Evaluation:

- Support scheduling and completion of evaluation activities as required by MMI and Nebraska Children & Families Foundation, including:
 - ASQ-SE
 - TPOT/TPITOS Observations
 - Benchmarks of Quality
 - Demographic surveys
 - Coaching documentation
 - Provider surveys
 - Focus groups
- Follow up with coaching team members regarding upcoming deadlines or missing data
- Provide accountability to coaching team members for collecting the correct data on time
- Provide explanation of how data is used to inform decision-making and improve implementation

Communication:

- Establish regular and ongoing communication loops with the community coordinator and coaches regarding:
 - The needs, questions and resources for coaches and providers
 - Information from lead coach calls/meetings
 - Information shared by RiR staff
- Maintain regular communication and work in cooperation with Rooted in Relationships staff.
- Serve as a central communication point to ensure coaches are aware of:
 - Updates
 - Deadlines (data, observations, reporting)
 - Expectations

Community Meetings:

- Attend and report on implementation status at stakeholder meetings as requested by the community coordinator
- Participate in community and systems-level conversations as appropriate
- Represent the initiative clearly and positively in community settings
- Help others understand the purpose and impact of the work
- Support alignment between coaching efforts and broader community goals

**Many Lead Coach duties will cross over with standard Rooted in Relationships coach responsibilities. This work should not be double-billed.*

Recommended Supports for Lead Coaches

To support success in this role, the following are recommended from the Rooted Community Coordinator/Fiscal Agent:

Role Clarity

- Clear definitions of:
 - Lead Coach responsibilities
 - Differences between roles (coach, coordinator, etc.)
- Visibility into behind-the-scenes work (planning, communication, coordination)

Transition & Onboarding

- A structured transition between outgoing and incoming Lead Coaches when possible
- Opportunities to shadow, co-lead, or gradually assume responsibilities
- Inclusion in coach onboarding, with additional role-specific guidance for Lead Coaches

Access to Key Information

- Access to community workplans and budgets as appropriate
- Clear understanding of reporting expectations and timelines
- Tools and documents needed to support planning, coordination, and evaluation