



Knowledge and Skills for Service Coordinators Staff Development Resources and Plan



The Knowledge and Skills for Service Coordinators (KSSC) offers the opportunity to facilitate professional learning in either an individual or group format.

Individual Professional Learning –

1. During a supervision meeting with an SC, introduce the KSSC using the [KSSC: Resources to Take a Closer Look](#). Go over the one-page description of the 6 knowledge sets.
2. Using a coaching-style of interaction, open a discussion about the 6 knowledge sets and how the SC perceives the KSSC. Does it feel comprehensive of their role and responsibilities? What KSSC set feels like the most rewarding part of their work? What KSSC set feels like the most time-consuming and/or challenging part of their work?
3. Introduce the [KSSC: Self-Assessment](#). Give the SC time to complete the self-assessment. Next, reflect with the SC on their responses. What areas are strengths? Which areas would the SC like to grow in? Encourage the SC to record this reflection on the corresponding areas of the chart on page two of the document. Then, continue to use a coaching-style of interaction to encourage the SC to move from an identified skill for growth to a well-developed plan to make that growth happen.
4. Set a day to check-in by email on the plan, along with a date to check-in together in real time.
5. Repeat the process to support continued professional growth among your SC staff.

Group Professional Learning –

1. Gather your program's SC staff. Begin a discussion about what makes the role of SC unique on the Part C EI team. How is their role similar to and different from the role of other team members?
2. Introduce the KSSC using the KSSC PowerPoint (see attachment for file). As you introduce/explain each of the 6 knowledge sets in the KSSC, be sure to connect information/ideas the team shared/discussed during the opening discussion to respective knowledge sets.
3. Next decide the following:
 - Will you select a knowledge set for deeper discussion/reflection? If so, give an overview of the others, and then go into more detail on the set that you have selected.OR
 - Will you allow the SCs to select a set for discussion/reflection? If the SCs are selecting the focus, facilitate a process for selecting a knowledge set for group discussion – voting, stamping if virtual, etc.
4. Use the [KSSC: Resources to Take a Closer Look](#) to introduce a case study/vignette related to the selected knowledge set. Use the Reflection Questions to guide progressively deeper and more individualized reflection on the knowledge set.
5. Repeat Steps 3 and 4 as appropriate for the opportunity.

6. Before you close, ask each SC to develop a professional development plan related to the KSSC. Use the [KSSC: Self-Assessment](#) to guide and document this plan.
7. Embed an opportunity or mechanism for SCs to check in with one another on their plans, perhaps using a peer-to-peer coaching model. Also, set a date for the group to reflect together with you on progress.

For additional transition resources, visit the [Service Coordination](#) topic page at the VA Early Intervention Professional Development Center's website.

