

Module 3D: Session Handouts

Early Childhood Instructional Leadership Guidebook

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NOTE: In addition to these handouts, during the training each participant will need a copy of the Instructional Leadership Guidebook, which may be accessed digitally on a personal electronic device or by bringing their own hard copy.

Pre- and Post-Assessment

Module 3: Early Childhood Instructional Leadership Guidebook

Date: _____

Trainer's Name: _____ **Participant's Name:** _____

Job Title: Teacher Assistant Teacher Director Other: _____
(circle one)

Ages you work with: infants toddler: ones toddler: twos preschool pre-k
(circle all that apply) 6 weeks to 12 months 13 to 23 months 24 to 35 months 3 to 4 years 4 to 5 years

Instructions: Think about the following statements in relation to what you understand BEFORE and AFTER the training. Please check the box that best describes how you would rate your level of knowledge and skills based on the training topic: 1 (lowest) to 5 (highest).

| STATEMENTS | BEFORE THE TRAINING | | | | | | AFTER THE TRAINING | | | | | |
|---|---------------------|---|---|---|---|-----|--------------------|---|---|---|---|-----|
| | 1 | 2 | 3 | 4 | 5 | N/A | 1 | 2 | 3 | 4 | 5 | N/A |
| Understand relationship building and its impact on staff professional development. | | | | | | | | | | | | |
| Understand how organizational climate and parallel process can be used to engage with staff and support their growth. | | | | | | | | | | | | |
| Reflect on guiding questions for continuous program improvement. | | | | | | | | | | | | |
| Utilize the Instructional Leadership Guidebook to implement practices that improve quality in early learning centers. | | | | | | | | | | | | |
| Understand how and why particular administrative tools are used to support instructional leadership. | | | | | | | | | | | | |

Site Improvement Planning Map & Assessment Handout

SITE IMPROVEMENT PLANNING MAP

How will your center grow this next year? The steps below will provide guidance to leaders on 1) increasing knowledge of the CLASS™ tool, 2) supporting their use of high-quality curriculum and 3) enhancing their professional development through a high-quality credentialing process.

Site Name: Date:

| CLASS™ OBSERVATION TOOL (Pre-K, Toddler and Infant) used solely to determine a site's Performance Profile rating released every fall | | | |
|---|--|---|---|
| FOUNDATIONAL STEPS | STEP ONE | STEP TWO | STEP THREE |
| <ul style="list-style-type: none"> Contact site's <u>Child Care Resource & Referral (CCR&R) agency</u> and/or <u>Lead Agency</u> for ongoing CLASS™-based coaching and technical assistance. All site staff sign-up to receive Teachstone blog at <u>Teachstone.com</u>. Attend CLASS™-related trainings/workshops via <u>CCR&R</u> or <u>Lead Agency</u>. | <ul style="list-style-type: none"> All site staff to review CLASS™ exemplar videos (based on current teaching level – i.e., Pre-K, Toddler, Infant) for exemplars of high-quality CLASS™ interactions accessible here: <u>CLASS™ Video Library</u> All site staff enroll in Introduction to the CLASS™ tool training (based on current teaching level – i.e., Pre-K, Toddler, Infant) via <u>CCR&R</u> or <u>Lead Agency</u> | <ul style="list-style-type: none"> Site Director monitor <u>EC Web Portal</u> to review and conduct feedback sessions with teachers based on fall/spring CLASS™ observation results immediately following input of observations into portal. | <ul style="list-style-type: none"> Enroll staff in MMCI (based on current teaching level – i.e., Pre-K, Toddler, Infant) via <u>CCR&R</u> or <u>Lead Agency</u> Mentor or senior level teachers and or Site Director(s) enroll in/ inquire about CLASS™ reliability trainings at appropriate teaching level through <u>CCR&R</u> or <u>Lead Agency</u>. |

Where is your center currently with understanding the CLASS Observation Tool?

What could you plan as next steps?

Site Improvement Planning Map Handout (continued)

| CURRICULUM High-quality curricula improve kindergarten readiness. Through the Child Care Curriculum Initiative, the Louisiana Department of Education (LDOE) is supporting teachers in Type III child care centers by reimbursing a portion of the cost for Tier I Early Childhood Curriculum. | | | |
|---|--|--|---|
| FOUNDATIONAL STEPS | STEP ONE | STEP TWO | STEP THREE |
| <ul style="list-style-type: none"> Site Director review Child Care Curriculum Initiative Guidance document. Site Director to contact the CCR&R for additional questions related to specific curricula and to see sample kits. Determine which Tier I curriculum adequately meets your site's needs. Purchase a Tier I curriculum for your site. Contact your CCR&R for curriculum initiative application and reimbursement process. | <ul style="list-style-type: none"> Complete online foundational standards training via Udemy Louisiana's Birth to Five Early Learning and Development Standards (ELDS). Secure coaching/ TA via CCR&R or Lead Agency for all teachers on curriculum implementation and for using curriculum routinely in lesson planning. Review and implement classroom practices found in Connecting CLASS™ and Tier I Curriculum | <ul style="list-style-type: none"> Review GOLD Guidance 2019-2020. Complete GOLD Introduction in-person or online via CCR&R, Lead Agency, or MyTeachingStrategies.com (to access <i>GOLD Introduction</i> online: Log on to your GOLD account > Dashboard > Develop > My Courses > GOLD Introduction). All site staff review Linking Tier I Curriculum to GOLD. | <ul style="list-style-type: none"> Director reviews classroom implementation of curriculum using Curriculum Observation Tool. Complete GOLD Inter-rater Reliability via MyTeachingStrategies.com (to access the <i>Inter-rater Reliability</i> course: Log on to your GOLD account > Dashboard > Develop > Inter-Rater Reliability). Complete fall (October) and spring (February) TS GOLD Checkpoints. Site Directors see - TS GOLD Administrator Guide 2018-2019. Teachers see - TS GOLD Teacher Guide 2018-2019. |

Where is your center currently with understanding how to use Tier I Curriculum?

What could you plan as next steps?

Site Improvement Planning Map Handout (continued)

| PROFESSIONAL DEVELOPMENT Beginning July 2019, lead teachers working in Type III licensed child care centers will be required to obtain the Early Childhood Ancillary Certificate (ECAC) within 24 months of their start date as a minimum credential. | | | |
|---|---|---|--|
| FOUNDATIONAL STEPS | STEP ONE | STEP TWO | STEP THREE |
| <ul style="list-style-type: none"> • Ensure Site Director is included on CCR&R or Lead Agency contact lists. • Subscribe to CCR&R, Lead Agency and LDOE early childhood newsletter & correspondence regarding trainings to maintain licensing requirements, obtain CDA continuing education units (CEUs), and receive information on initiatives. • Subscribe to receive the LDOE Early Childhood Connection newsletter. • All site staff complete foundational licensing courses accessible here: Licensing Courses. | <ul style="list-style-type: none"> • Ensure all site staff are registered with Louisiana Pathways to receive SRTC information and benefits. • Review ECAC guidance documents and ECAC FAQs. • Complete ECAC Staffing Map inputting data on all site lead teachers. | <ul style="list-style-type: none"> • All site lead teachers complete ECAC application at Teach LA Live Portal to register at a BESE-approved ECAC Program. | <ul style="list-style-type: none"> • Site lead teachers regularly monitor the status of completed/ submitted ECAC application via Teach Live! • Directors ensure all new lead teacher new hires have an ECAC within 24 months of their start date as a lead teacher. |

Where is your staff currently with professional development?

What could you plan as next steps?

Year-at-a-Glance Calendar Planning Handout

Use this template to brainstorm instructional activities that align with your Site Improvement Planning goals. *How can this Year-at-a-Glance planning tool support your center leadership?*

| July | August | September | October |
|----------|----------|-----------|----------|
| | | | |
| November | December | January | February |
| | | | |
| March | April | May | June |
| | | | |

4 Corners Icebreaker Signage Photos



WINTER

4 Corners Icebreaker Signage Photos



SPRING

4 Corners Icebreaker Signage Photos



SUMMER

4 Corners Icebreaker Signage Photos



FALL