

Implementation Year Scope & Sequence

Year 2 of TA Support

Year two will focus on monitoring the implementation of the Strategic Staffing model and planning for scale and sustainability of Strategic Staffing. Key activities for Implementation Year include:

1. **Recruitment Planning:** If needed, the TA Provider will support the Implementation Year Team in developing and monitoring a shared recruitment plan to ensure Strategic Staffing Goals related to resident placement, certification and diversity are met.
2. **Data Collection & Shared Governance:** TA Providers will support the Strategic Staffing Implementation Year Team to collect data to monitor the Strategic Staffing Goals set during Design Year and to analyze and plan from using that data. Key data and take-aways from action planning will be shared in governance meetings.
3. **Site Visits:** TA providers in collaboration with the Implementation Year Team will conduct site visits to schools to support implementation, conduct interviews, and collect data about implementation. District and EPP will review data on the strengths and potential areas to improve the success of the teacher leader roles and models being implemented.
4. **Sustainability Meetings:** US PREP will support the Design Team via in-person meetings to plan for scale and sustainability of the Strategic Staffing initiative. US PREP will work with design leads to build their capacity to lead the strategic staffing initiative in the future.

District/EPP Actions

- Regular District/EPP check-ins
- Support logistic set up for Site Visits
- Track progress via surveys
- Conduct Governance
 - Analyze data and present in Governance
- Engage in Sustainability Meeting

TA Provider Actions

- Conduct Site Visits
 - Collect/ organize data
- Share data gathered in Site Visits
- Support Strategic Staffing updates in Governance
- Facilitate Sustainability Session

Overview of Major Activities

- ☐ 2 Site Visits over the course of the year
 - ☐ Classroom observations
 - ☐ Interviews with candidates
 - ☐ Debrief of visit

- ☐ 4 Governance meetings
- ☐ 1 Sustainability Session (full day, in-person)

July-Early August

Strategic Staffing Milestones:

- ☐ Residency Training for Residents
- ☐ Residency Training for Mentors
- ☐ Strategic Staffing BOY Model Training

In the summer, TA Providers, in partnership with the EPP Clinical Supervisors, will provide two days of role-specific summer training sessions to cooperating teachers and Residents to build coaching and co-teaching capacity of cooperating teachers and Residents.

Time Allotment: two days (or the equivalent in hours)

Training topics may include but are not limited to:

- Responsibilities & Roles
- High impact coaching techniques for cooperating teachers
- Setting instructional goals & documenting feedback and growth
- Co-teaching approaches & Scheduling
- Strategic staffing model instructional responsibility training
- Required: Companion Guide (Communication and Parameters)

August-September

Strategic Staffing Milestones:

- ☐ Implementation Year Kick-Off Meeting
- ☐ Recruitment Plan
- ☐ Governance MTG 1

Design Team members will attend the Kick-Off meeting, and moving forward, the designated Implementation Team will attend IY Team Meetings.

Activities:

Implementation Year Kick-Off Meeting (In-Person or virtual)- 4 hours

- 1 hour: Overview of Implementation Year
 - Data Collection and Governance Meetings
 - Site Visits
 - Sustainability Meeting
 - Scope and Sequence
 - Determine
 1. District and EPP representatives from the Design Team who will be a part of the IY Team [at least 1 EPP and 1 District member] and
 2. Which representatives will attend Governance MTGs.

- 1.5 hours: Data Collection Structure Planning
 - Site Visit Protocols
 - Establish IY Team Check-in frequency, dates and times
 - Surveys
- 1.5 hours: Recruitment Planning*
 - Review & Revise Placement, Hiring Goals, Certification Goals and Diversity Goals
 - Identify target recruitment groups
 - Brainstorm key messages and activities for recruitment

Recruitment, Selection & Placement Timeline MTG (IY Team- Virtual)- 1 hour

- Add Recruitment Activities + Key Messages to Selection & Placement Timeline from Design Year (dates, activities, who will execute activities)
- Optional*: Revisit selection & placement activities and update dates for current school year.
- Establish plan for monitoring recruitment efforts (likely Governance)

Governance Meeting 1 (In-Person or virtual) *1 hour

- Include Implementation Team, principals, district/EPP leaders etc.
- Include strategic staffing data for review and discussion
 - Placement Goal
 - School Selection Goal
 - Hiring Goal
 - Certification Goal
 - Diversity Goal
 - Mentor Effectiveness (TBD based on type of goal set)
 - Stipend Goal
- Recruitment Updates/Monitor Recruitment Plan (if applicable)

October- December	
Strategic Staffing Milestones: ☐ Site Visit 1 ☐ Site Visit 1 Debrief ☐ Governance MTG 2 ☐ Semester 1 Survey	Activities: Implementation Team attends meetings. <i>*If applicable, Semester 1 Survey for Residents, Mentors & Principals should be given during this window.</i> Site Visit 1 Planning Meeting (IY Team- Virtual) *1 hour • TA Provider with IY Team to determine logistics, schedules, communication and finalize documents that will be used for Site Visit 1. • Determine who from the EPP and who from the District will attend Site Visit 1 with the TA Provider. • Resource: Site Visit Planning Tool Site Visit 1 (In-Person) *8:00 a.m.- 3:00 p.m. CST • Activities may include but are not limited to: ◦ Observations ◦ Focus groups ◦ Interviews ◦ Surveys Site Visit 1 Debrief (IY Team- Virtual) *1 hour • TA Provider shares data and findings from Site Visit 1 • Determine key take-aways from Site Visit to share at Governance Meetings • Resource: Site Visit Debrief One Pager Template Governance Meeting 2 (In-Person or virtual) *1 hour • Include Implementation Team, principals, district/EPP leaders etc. • Include strategic staffing data for review and discussion. Goals to share data for may include: ◦ Instructional Needs Goal ◦ Principal Perception Goal ◦ Performance Assessment/Gateway Goal (EPP SC should share this data at Governance,

	not the TA provider) ○ Resident Perception Goal ○ Mentor Effectiveness Goal (TBD based on type of goal set) ● Share Site Visit 1 Key Take-aways ● Recruitment Updates/ Monitor Recruitment, Selection & Placement Timeline Funding Source Check-in (TA + CFO)- 30 minutes ● Revisit Resident Placement Goal + Stipend Goal ● Assess if funding is sustainable given the chosen model. Optional Check-in Meeting (In-Person or virtual) *30 mins - 1 hour
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January-February	
Strategic Staffing Milestones: ☐ Site Visit 2 ☐ Site Visit 2 Debrief ☐ Governance MTG 3	Activities: Implementation Team attends meetings. Site Visit 2 Planning Meeting (IY Team- Virtual) *1 hour ● TA Provider with IY Team to determine logistics, schedules, communication and finalize documents that will be used for Site Visit 2. ● Determine who from the EPP and who from the District will attend Site Visit 1 with the TA Provider. Site Visit 2 (In-Person) *8:00 a.m.- 3:00 p.m. CST ● Activities may include but are not limited to: ○ Observations ○ Focus groups ○ Interviews ○ Surveys Site Visit 2 Debrief (IY Team-Virtual) *1 hour ● TA Provider shares data and findings from Site Visit 2 ● Determine key take-aways from Site Visit to share at Governance Meetings ● Site Visit Debrief One Pager Template Governance Meeting 3 (In-Person or virtual) *1 hour

- Include Implementation Team, principals, district/EPP leaders etc.
- Include strategic staffing data for review and discussion. Depending on how/when goals are being measured potential goals to share data for could be:
 - Instructional Needs Goal
 - Principal Perception Goal
 - Performance Assessment/Gateway Goal (EPP SC should share this data at Governance, not the TA provider)
 - Resident Perception Goal
 - Mentor Effectiveness Goal (TBD based on type of goal set)
- Share Site Visit 2 Key Take-aways
- Recruitment Updates/ Monitor Recruitment, Selection & Placement Timeline

Optional Check-in Meeting (In-Person or virtual) *30 mins - 1 hour

March - May

Strategic Staffing Milestones:

- ☐ Sustainability Meeting
- ☐ Governance MTG 4

Districts and EPPs may choose to involve additional participants for the Sustainability Meeting.

Sustainability Meeting (In-Person) *8:00 a.m.- 3:00 p.m. CST

- 1 hour: Session A: Model Scale and Sustainability
 - Adjustments to model, parameters and placement schools
- 1 hour: Session B: Recruitment, Selection & Placement
- 1 hour: Session C: Training & Support
- 1 hour: Session D: Systems and Structures

Governance Meeting 4 (In-Person or virtual) *1 hour

- Include Implementation Team, principals, district/EPP leaders etc.
- Provide a summative report of all Strategic Staffing Goals and supporting data for review
- Outcomes and adjustments from Sustainability Meeting introduced
- Recruitment Updates/ Monitor Recruitment, Selection & Placement Timeline

**Optional activity/ times may vary*