

**Recommendation 4: Continue to Address the Workforce Alignment of Site Coordinators**

**Suggested Timeline**

- FY 18–19 Q1: Form workgroup

**Additional Considerations**

Recommend the formation of a workgroup or a subcommittee of the Workforce Development Committee that would address this recommendation, especially identifying the many other career pathways that a site coordinator's experience prepares them for.

DRAFT

## Provide Promising Practices

*Identify Site Coordinators needs and demographics to determine and provide promising practices realistic with current resources.*

### Recommendation 1: Collect Promising Practices

#### Recommendation

Review existing survey data and other sources of data to identify needs and demographics of Site Coordinators and other staff. Based on needs and demographics collect promising practices to support Site Coordinators and other line staff.

#### Rationale

Promising practices would help guide the field in implementing quality EXLPs, including participating in a data-driven continuous quality improvement process. This would also highlight case studies, promising strategies, and recognize high quality programs.

#### Resources

- Funding
- Personnel
- Workgroups

#### Category

- Data
- CQI
- TA
- Collaboration

#### Targeted Audience

- SSEL
- LEAs
- CBOs
- Site Leaders/Coordinators/Directors
- Program Managers

#### Suggested Timeline

- To begin in FY 19–20 Q1

## Recommendation 1: Collect Promising Practices

### Additional Considerations

- Workgroups may be needed to:
  - Determine needs for materials for site staff.
  - Surface promising practices of current TA tools and mechanisms used to keep the field well-informed. Develop and prioritize the top two or three.
- Determine the need of materials based on data collected from the following:
  - CAN Surveys
  - CQI tab of Annual Outcomes-Based Data for Evaluation Reports<sup>15</sup>
  - Engage EXLPs across state in standardized survey, at the regional level, and highlight successful collection of data through surveys
- Build into Grant Program Plans:
  - A more detailed needs assessment, including other sources of data (such as labor statistics), and surveys of frontline staff

## Recommendation 2: Identify, Develop, or Enhance Tools and Resources for EXLP Staff

### Recommendation

Tools and resources should be developed for program staff at all levels based on survey results. Existing content should be updated or enhanced as needed. Tools and materials should build on one another, be targeted to appropriate audience (including location, type of program, staff roles, staff levels of experience, program sustainability, etc.), and highlight promising practices. Ensure that content gives consideration for local context, including region and operator. For example, urban, rural, suburban, district-operated, CBO-operated, charter, etc.

### Rationale

The goal is for program staff at all levels to be involved in building quality programs and have the tools/materials with which to move forward.

### Resources

- Data
- EXLP Staff
- Funding

<sup>15</sup> CDE Annual Outcomes Based Data for Evaluation Reports <https://www.cde.ca.gov/ls/ba/as/evaluation.asp>



**Recommendation 2: Identify, Develop, or Enhance Tools and Resources for EXLP Staff**

Category
<ul style="list-style-type: none"> <li>• TA</li> <li>• CQI</li> <li>• PD</li> <li>• Data</li> </ul>
Targeted Audience
<ul style="list-style-type: none"> <li>• LEAs</li> <li>• CBOs</li> <li>• Site Leaders/ Coordinators</li> <li>• Directors</li> <li>• Program Managers</li> </ul>
Suggested Timeline
<ul style="list-style-type: none"> <li>• FY 18–19: Surveys conducted</li> <li>• FY 19–20 Q1: Tools/materials made available to the field</li> </ul>
Additional Considerations
<ul style="list-style-type: none"> <li>• Develop case studies to highlight promising practices.</li> <li>• Develop tip sheets highlighting promising practices from the field at large, which:             <ul style="list-style-type: none"> <li>◦ Generate and utilize site level data (i.e. daily average attendance, results of student/parent/ staff/partner surveys).</li> <li>◦ Consider broad audience(s) and various levels within an organization (frontline staff to Program Director/Manager).</li> <li>◦ Include CQI Information: CQI as topic of discussion for Regional Program Director meetings/workshops, focus on results of CQI, data validation at local level after CDE data is available, and capacity building. Use data for FPM collection and CQI evidence at site/local level.</li> </ul> </li> <li>• Develop a guide for how to use CQI and Quality Standards materials:             <ul style="list-style-type: none"> <li>◦ Should provide flexibility for local context and include organizational leadership</li> <li>◦ Address all Quality Standards, link to videos or highlights of promising programs</li> </ul> </li> <li>• Tip sheets and guides should consider whether programs are urban, rural, suburban programs, large providers, CBOs, District programs, charters, etc.             <ul style="list-style-type: none"> <li>◦ Consider each region and regional teams, they are all very different. Local needs and decisions are important, programs must be locally driven.</li> <li>◦ Consider different levels of organizations. Survey LEAs/fiscal agents to determine with whom LEAs contract to provide program.</li> </ul> </li> </ul>

## **Recommendation 2: Identify, Develop, or Enhance Tools and Resources for EXLP Staff**

- Guide and tip sheets should include site and organization level training and developing competencies and frameworks as identified by the Site Coordinator Empowerment Recommendations 2a and 2b. Guides should explain or enhance current tools/mechanisms to keep program decision makers informed and be targeted to the following audiences:
  - Frontline Staff
  - Site Leaders/Coordinators
  - Program Managers
  - LEAs
  - Stakeholders: parents, students, community members, day school staff, etc
- Guides and tip sheets should address organization and site-level needs, and why the data matters. Topics might include:
  - ADA and attendance goals
  - CQI at site levels; quality versus compliance
  - Implementing Quality Standards
  - How to utilize data generated at site or regional-levels.
  - Recruiting and training high-quality staff including policies and procedures, and classroom/behavioral management
- Curriculum development and implementation should be centered on: Webb's Depth of Knowledge, Learning in Afterschool and Summer (LIAS) Principles, Common Core Standards, Next Generation Science Standards (NGSS), 21st Century Skills, etc.
- The EXLD should explore funding opportunities for grants/scholarships for frontline staff to attend PD opportunities (i.e., BOOST Conference, Curriculum and Instruction Steering Committee (CISC), other regional conferences; Regional Program Director Meetings).

## **Recommendation 3: Disseminate and Centralize Tools and Other Resources**

### **Recommendation**

Create a plan to widely distribute the developed or enhanced tools and materials throughout the SSEL Ecosystem. All members of the SSEL should have access to these tools/materials and be an integral part of the distribution process. The plan should also include strategies to deliver targeted information to specific audiences. House tools and resources in one central location, such as the EXLD Web page.

### **Rationale**

This would provide equitable access to tools and resources for the entire Expanded Learning Field.