TSR- RAP SPECIALIST CALL AGENDA

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| **Teacher Name:** | **Call Date and Time:** |
| **Site Name:** | **Age Group:** ☐ Infant/Toddler   ☐ Pre-K/Preschool |
| **CDA Functional Area:** |  |

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| **Materials Needed for Call** |
| [ ]  CDA books (Essentials and Competency Standards)[ ]  Teacher’s CQIP Snapshot Report, if applicable[ ]  Teacher’s previous action plan, if applicable | [ ]  Additional Resources[ ]  CAC Resources [ ]  Blank Action Plan |

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| **Before the Call** |
| **RAP Specialist Planning*** Check the teacher’s status, review uploaded documents and identify pending information.
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| [ ]  Review previous Action Plan and Goals[ ]  Status of CDA Portfolio Tasks* Completed Items:
* Pending items:

[ ] Status of Related Competency Completion: (Alignment of CQI Snapshot reports with RAP competencies)* Mastered competencies
* Competencies needed support

[ ]  Status of Professional Development Training hours using TECPDS report* Number of hours complete: Pending hours:
* Assign CIRCLE CDA ENGAGE course (if needed)

**Next Steps:**[ ] Send reminders for any incomplete tasks* Date
* Communication method: (phone call, email, text, etc.)

[ ]  Create TECPDS event for next CDA Subject Area[ ]  Identify items to focus on during this session*
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| **During the Call** |
| **Step 1: Welcome (2-3 minutes)*** Greeting
* Use this as an opportunity to build relationship with teacher
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| **Step 2: Positive Praise (5 minutes)*** Review and provide positive praise on goals met and/or components completed.
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| **Step 3: Reflection on previous tasks*** Reflect on goals that were not met.
* Use reflective questions to guide the call.
* Complete the reflection cycle for each item before moving on to another item.
* Provide additional feedback, information, and resources as needed.
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| **Reflection on Task #1:**  |
| See/What? Think/So Why? Do/Now What? (Action plan) |
| **Reflection on Task #2:** |
| See/What? Think/So Why? Do/Now What? (Action Plan) |
| **Step 4: Content Discussion (Diving into Essentials Books)*** Check for understanding on content assigned
* Status check on apprentice’s understanding of knowledge questions in Essentials workbook
* Review competency statements, resource collection items, etc.
* Use prompts from Curriculum Guides to encourage discussion.
* Connect ECE Big Concepts throughout the discussion
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| **Step 5: Review Expectations for Next Tasks** * Include the teacher in identifying goals to set and discuss the items the teacher can do between calls and on their own.
* Help the teacher identify the action steps needed to accomplish the goals.
* Add the CDA Portfolio tasks and due dates to their personalized monthly Pacing Guide, and provide support as needed.
* Identify resources needed to help teacher meet the goals.
* Review the expectations for the next assigned tasks.
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| **Step 6: Summarize the Call*** Set a clear due date for meeting goals and how the teacher should provide evidence of meeting the goals.
* Provide instructions and due date(s) for the assigned tasks.
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| **ADDITIONAL NOTES:** |

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| **After the Call** |
| ☐ Finalize written action plan[ ]  Email Action Plan and resources to teacher and cc Administrator[ ]  Complete the Contact Log[ ]  Update goals met☐ Update PD Tracking Sheet[ ]  Issue TECPDS certificates for event[ ]  Send next meeting information[ ]  Identify touchpoints on tasks to follow up with teacher[ ]  Schedule touchpoints |