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. |
| 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 |