**Site Facilitator Progress Monitoring and Messaging on Connector**

**\*This is always your priority and primary responsibility as a Site Facilitator**

**7.1.18**

Site Facilitators please be sure to communicate with each other about students daily in the 2:45 pm meeting. Teachers, paras, and tutors can easily coordinate with you using the connector to log student academic needs. Remember to enlist help when a student is behind or needs services. As a site facilitator you are their primary contact and they rely on you to help communicate their need or needs to other staff members. Phone and email may make the request but connector logs it.

 The Site Facilitators must CCC (Connector-Call-Connector) students daily in order to progress monitor with fidelity and communicate specific academic needs. This is Not a general group message. Group messages are important but the daily messages are meant to be specific and targeted to the parent as a reader as well as the student. To be effective in your message you must use the **CONNECTOR-CALL-CONNECTOR** methodology.

1. **Connector** to review and assess student progress and needs.
2. **Call** to communicate daily progress with parents in a positive manner. Praise students’ accomplishments then ask for any remediation needed. End all calls in a positive manner.
3. **Connector** to log call topics and outcomes.

The Site facilitators primary role is to facilitate communication and learning with all stakeholders. This includes Students, Parents, Teachers and Administrator if needed. Progress monitoring is the only way to do this. A Site Facilitator message to a student with mixed academic out comes should read like the following:

Example 1.

CONNECTOR: Review and Assess Progress – Individualized Message

 "Jacob I see you are doing quite well in your American History class. You are at required progress level and your score is 87% so far. We do however need to address your lack of progress in your Alg 2a class. Your grade is currently 82% but you progress is very far behind in progress. You only have 12 days to complete this class prior to potentially being dropped by your teacher with an incomplete. Please come in to the learning center so we can help you get back on task. This will require approximately 25 hours of work over the next 12 days. We are here to help you Graduate and assist in finishing your class. Thank you.”

CALL: Create an Educational Partnership with Parents

Call to parent is the next step to go over the message that you sent to student. Be kind and curious at all times and say as many positive things about the student as you can. Make sure they remember how to view messages and progress on connector. Thank the parent for their involvement multiple times and always be helpful.

CONNECTOR: Follow-up Message

After call you would post on connector a message like the following:

Example 2.

“Called Mom she said she will have Jacob in LC in morning and he will test on Tuesday.”

 This process gets easier and faster once you have done your first full week of CONNECTOR-CALL-CONNECTOR for all students daily. Most of our facilitators finish in 1-2 minutes per student. Keep your connector window open so that you can type while on phone.

Sincerely,

Steve Durand

Chief Administrator