**Admin (AOI) Progress Monitoring and Messaging on Connector**

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

**7.1.18r3**

Administrators please be sure to monitor CCC (Connector-Call-Connector) A weekly report is to be sent to Executive Director in email form to steve@durandtech.com. Each evaluated staff will have a date and a score of 0-30points. Messages from Site Facilitators and Teachers must be monitored. R.L. runs the daily Site Facilitator meeting. R.L. will review a few random messages prior to each meeting and see if facilitators need remediation. J.O. will do the same thing prior to the twice weekly Teacher meeting.

The staff is to be evaluated on CCC (Connector-Call-Connector) twice weekly for Teachers and daily for Site Facilitators. Check to see progress monitor was done with fidelity and student specific academic needs were addressed. Message that are valid must never be general group messages. 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 with your messages you must use the **CONNECTOR-CALL-CONNECTOR** methodology. This for individual student progress.

1. **Connector** to review and assess student progress and needs.

(As employee you will be scored for this area 0-10 points per student. 2 points per day)

1. **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. (As an employee you will be scored in this area 0-10 points per student. 2 points per day)
2. **Connector** to log call topics discussed and outcomes. This allows for Site facilitators to see your logs. (As an employee you will be scored for this area 0-10 points. 2 points per day)

**Administrator will review and score your work daily. 0-30pts per student.**

 **EX1: Student 1 M-F**

**(M2+Tues2+Wed0+Thurs2+Friday2=8) + (M2+Tues2+Wed0+Thurs0+Friday2=6) + (M2+Tues2+Wed2+Thurs2+Friday2=10)**

**Score for week for that Student 8-6-10.**

**If these were your only two students (never the case), you would have a score of 8+6+10=24 for first student and 10+8+8=26 for second student. Average all scores 50pts out of 60points. 83% score. You need above 80% to not be selected for a corrective action plan.**

Leadership as Administrators plays a primary role is to facilitate student academic success. WHAT GETS MONITORED IS WHAT GETS DONE. Communication with all teacher, tutors, site facilitators, parents, and students is required as an Administrator employed by EOF. This may also include Sped Department or Administrator if needed. Progress monitoring is the only way to do this. Accountability starts with Administration. Teacher messages to students should read something similar to the following:

CONNECTOR: Review and Assess Progress – Individualized Message

Example 1

 "Jacob I see you are doing quite well my American History class. You are at required progress level and your score is 87% so far. Contact me if you need any help.”

Example 2

 “Paul need to address your lack of progress in my 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 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. I am here to help you. We are all 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 Teacher or Site Facilitator shared with them. 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. Remind parents that every Admin cares about student progress.

CONNECTOR: Follow-up Message

Review if there is a message like the following:

Example 1.

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

Example 2.

“Paul will call me on Wed at 4pm to finish a math help worksheet on Study Island. Tutor Brown will also assist on Thursday at 2pm.”

 This process gets easier and faster once you have done your first three weeks of CONNECTOR-CALL-CONNECTOR. Most of our Admins finish in 5-10 minutes per student evaluated for staff effectiveness. Require to do two staff members a day.

 Score to be turned in are to Executive Director and must need to be formatted in following simple format:

 Examples:

Teacher 1 CM

 10-8-6

 6-6-10

 (10+8+6) = 24 +( 6+6+10) = 22

 24+22 = 46pts out of possible 60pts =76% average

 76% average for “CM ISSUE”

Teacher 2 RG

10-9-10

10-10-9

10-9-10=

 29+29+29 =57 out of 60 57/60 = 96%

Teacher 3 MM

 9-9-9 = 90%

Notes: Talked to Eight employees about improvement steps 12/7/18. Two had great scores of 90% or greater.

Evaluator RL 12/3/18 through 12/7/18

Sincerely,

Steve Durand

Executive Director