

Admin (Small School) Progress Monitoring and Messaging on Connector

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

4.30.20 v1

Administrators please be sure to monitor CCC (Connector-Call-Connector). A weekly report will be sent to the Executive Director in email form to steve@durandtech.com. Each evaluated teacher will have several random students reviewed by an administrator to determine whether or not messages have been sent and calls made during the week. Weekly meetings will be held to review messages and student progress and administrators will review the weekly report to determine if teachers need remediation .

The staff is to be evaluated on CCC (Connector-Call-Connector) twice weekly for Teachers and daily for Site Facilitators. Check to see that progress monitoring was done with fidelity and that student-specific academic needs were addressed. Valid messages 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 is for individual student progress.

1. **Connector** to review and assess student progress and needs.
2. **Call** to communicate daily progress with parents in a positive manner and establish strong relationships with them as essential partners in student success. Praise students' accomplishments then ask for any remediation needed. End all calls in a positive manner.
3. **Connector** to log call topics discussed and outcomes.

The primary leadership role of Administrators is to facilitate student academic success. WHAT GETS MONITORED IS WHAT GETS DONE. Communication with all teachers, tutors, site facilitators, parents, and students is required as an Administrator. 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 in your American History class. You are at the required progress level and your score is 87% so far. Contact me if you need any help."

Example 2

“Paul, we need to address your lack of progress in your Alg 2a class. Your grade is currently 82% but your progress is very far behind what is expected. You only have 12 days to complete this class prior to potentially being dropped with an incomplete. Please come into the learning center so we can help you get back on track. 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 you in finishing your class. Thank you.”

CALL: Create an Educational Partnership with Parents

A call to the parent is the next step to go over the message that the Teacher or Site Facilitator shared with them. Be kind and courteous 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 and encourage parents to initiate communication with staff when they have questions or concerns.

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 the 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 evaluating for staff effectiveness. Required to do two staff members a day.

Scores to be turned in to Executive Director must be simply formatted as follows:

Student 1					
	Monday	Tuesday	Wednesday	Thursday	Friday
Message Sent	X	X	X	X	X
Daily Call	X	X	X	X	X
Messaging Notes and Feedback	Daily communication over the phone and in Connector with Student and Parent about progress, status in class, and goals to have met by a certain date.				
Student 2					
	Monday	Tuesday	Wednesday	Thursday	Friday
Message Sent	X	X	X	X	X
Daily Call	X				X
Messaging Notes and Feedback	Sets homework goals/expectations for Student. Reminds Student to contact their teacher to grade them out of Essays they have waiting to be graded.				
Student 3					
	Monday	Tuesday	Wednesday	Thursday	Friday
Message Sent	X	X	X	X	X
Daily Call	X	X	X	X	X
Messaging Notes and Feedback	Daily communication over the phone and in Connector with Student and Parent, going over student's progress, guiding them to reach out to their teacher, giving student extension due to medical reasons.				

Sincerely,
 Steve Durand
 Executive Director