Summer Learning Toolkit—A Deeper Dive: Keys to Staffing & Professional Development

Thursday, March 28, 2019

Afterschool Alliance

NATIONAL AfterSchool ASSOCIATION

nsla national summer learning association

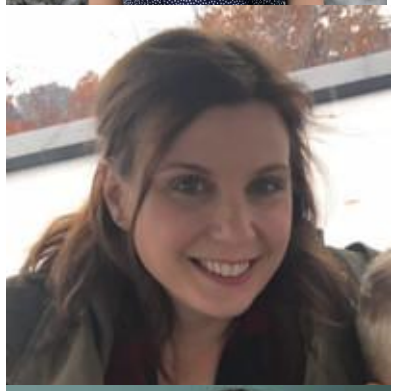
Hosts

Nikki Yamashiro
Sr. Director of Research
Afterschool Alliance

Gina Warner
President
National AfterSchool Association

Speakers

Katie Willse
Engagement Manager,
The Learning Agenda



Hillary Oravec
Managing Partner,
The Learning Agenda

Kathryn Vargas
Director,
Allegheny Partners for Out-of-School Time

Melanie Claxton
Coordinator,
Out-of-School Time for Pittsburgh Public Schools

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Summer planning webinar series

Part I – Getting to Work on Summer Learning & Summer Learning Toolkit
https://bit.ly/2Wsgu5w

Part II – Summer Learning Toolkit, A Deeper Dive: Keys to Staffing & Professional Development

Part III – Summer Learning Toolkit, A Deeper Dive: Fostering a Positive Site Climate
April 11, registration opening soon

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Agenda

- Framing and recap of Summer Learning Toolkit, Part I: Getting to Work on Summer
- Summer Learning Toolkit Overview
- Summer Learning Toolkit's Staffing and Professional Development Resources *(screen shared through the webinar)*
- Summer Dreamers Academy Staffing and Professional Development Planning

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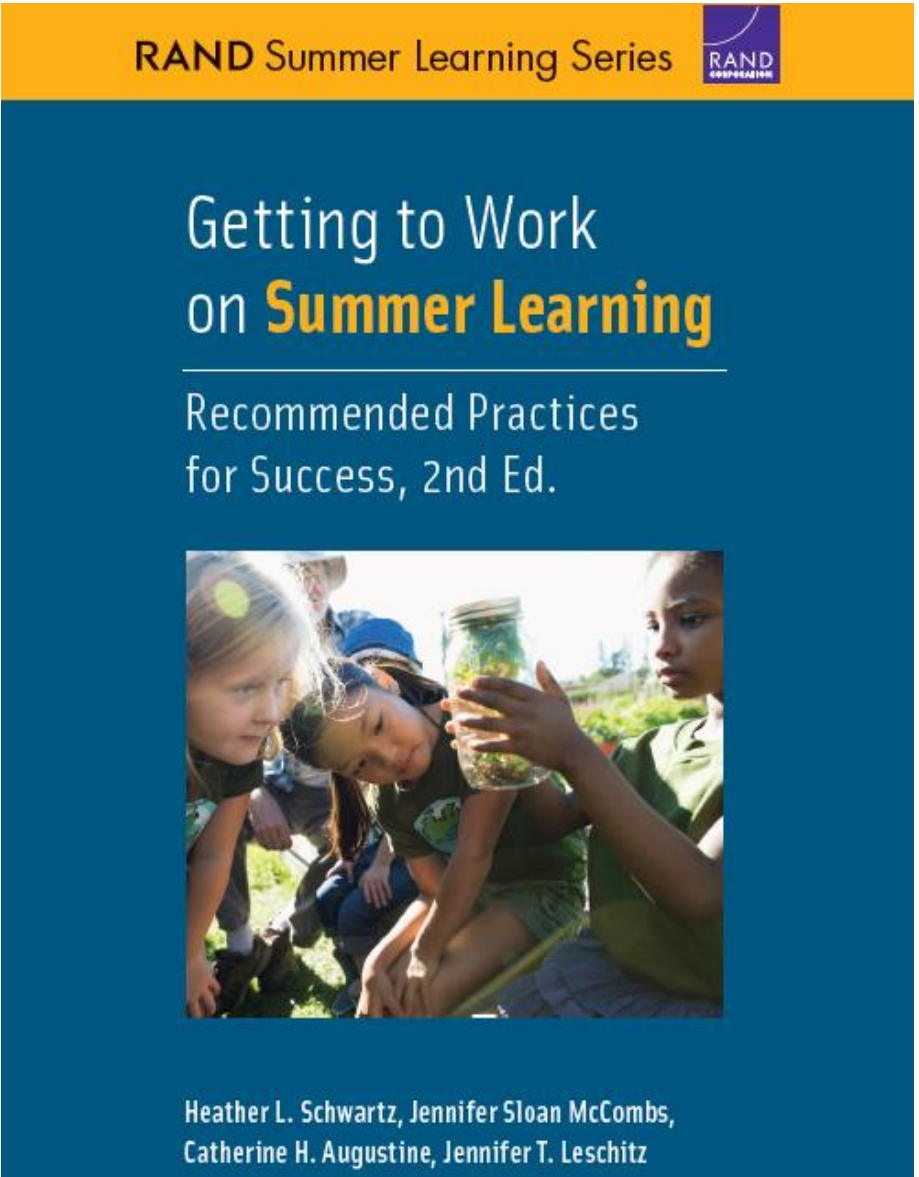
Getting to Work on Summer Learning



- Toolkit informed by *Getting to Work on Summer Learning*, 2nd Ed., 2018
- Based on findings from The Wallace Foundation's National Summer Learning Project
- Updates the 2013 edition
- Goal of the National Summer Learning Project study and publications is to help establish and sustain effective programs
- Draws on four summers of evaluation data:
  - Classroom observations
  - Teacher surveys
  - Student surveys
  - Teacher and administrator interviews
  - Site observations
  - Outcome analyses

Getting to Work on Summer Learning

The four factors related to effective summer learning programs.

Sufficient duration

Regular attendance

Quality instruction

Positive climate

Getting to Work on Summer Learning

Key takeaways.

Academic Curricula & Instruction

Enrichment Activities & Their Implementation

Teacher Selection & Professional Development

Student Recruitment & Attendance

Positive Summer Climate

Planning & Management

Program Costs & Revenue

Getting to Work on Summer Learning

Key takeaways.

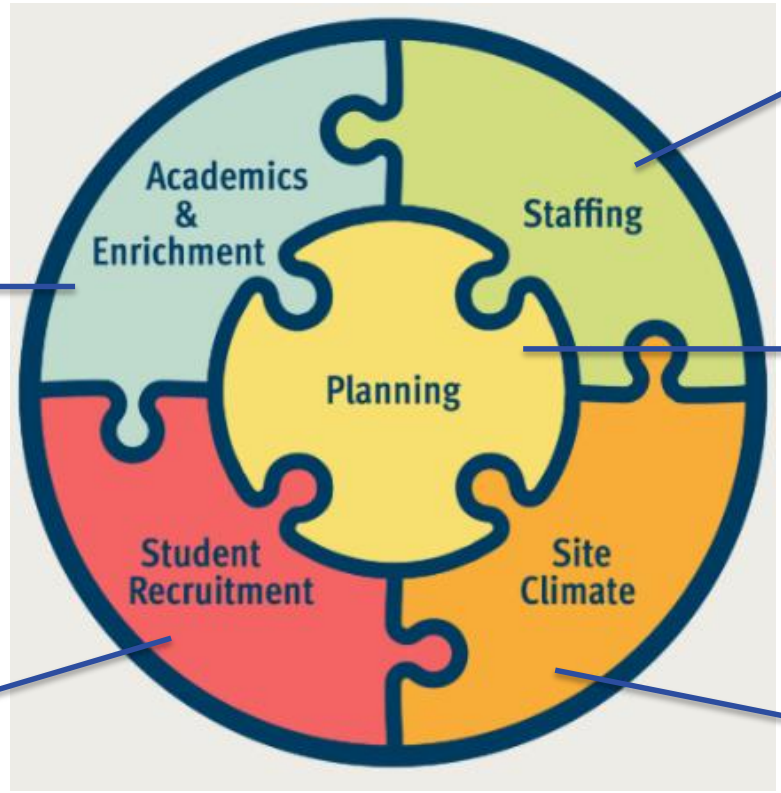
Teacher Selection & Professional Development

Student Recruitment & Attendance

Positive Summer Climate

Planning & Management

Summer Learning Toolkit



Academic Curricula & Instruction

Enrichment Activities & Their Implementation

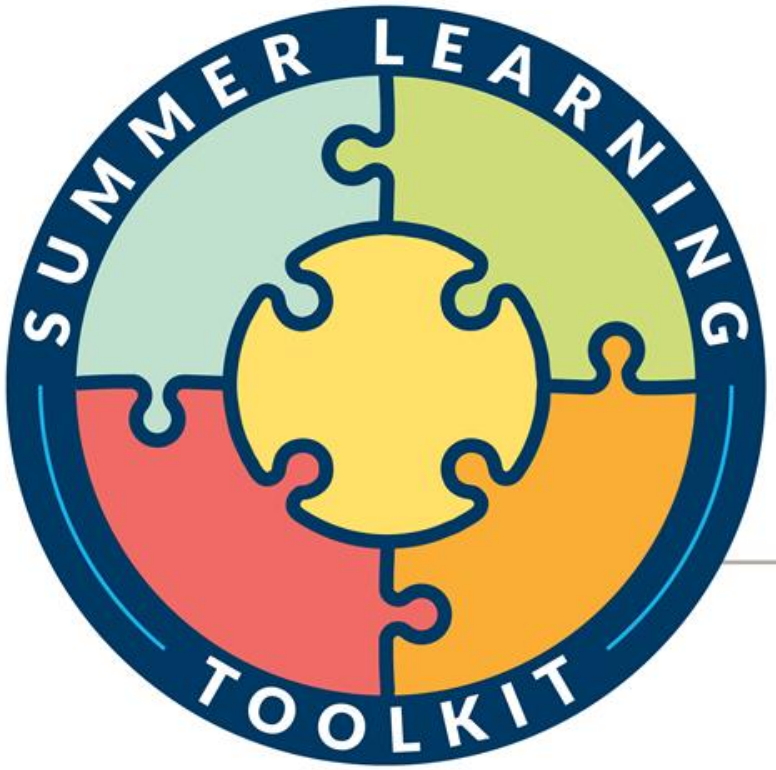
Teacher Selection & Professional Development

Planning & Management

Program Costs & Revenue

Student Recruitment & Attendance

Positive Summer Climate



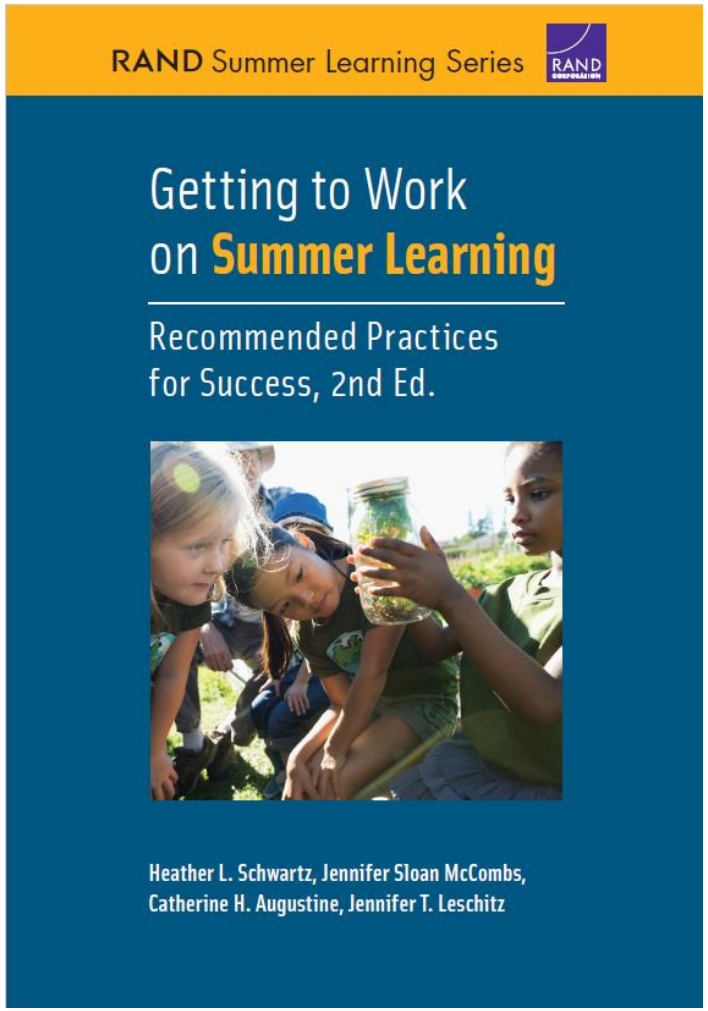
Evidence-based tools and guidance for delivering effective programs

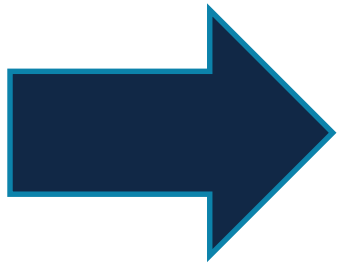
summerlearningtoolkit.org

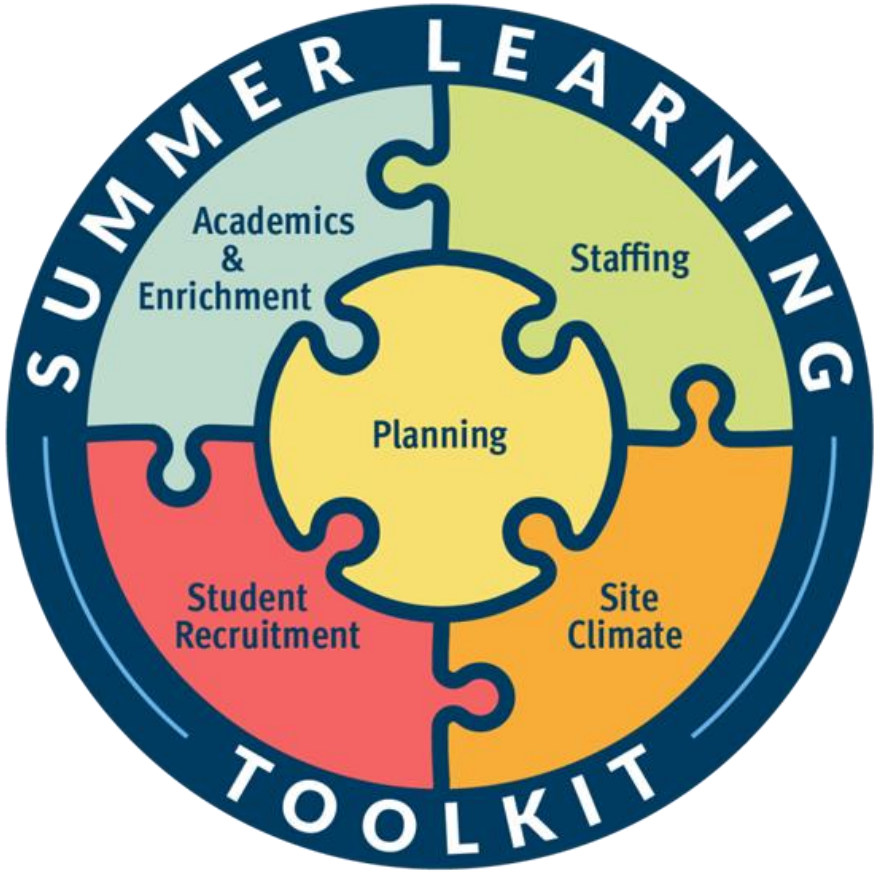
The Wallace Foundation®

THE LEARNING AGENDA

BUILD EXPERTISE · STRENGTHEN NETWORKS · AMPLIFY IMPACT


RAND Summer Learning Series
RAND
Getting to Work
on Summer Learning
Recommended Practices
for Success, 2nd Ed.
Heather L. Schwartz, Jennifer Sloan McCombs,
Catherine H. Augustine, Jennifer T. Leschitz




SUMMER LEARNING
Academics & Enrichment
Staffing
Planning
Student Recruitment
Site Climate
TOOLKIT

Summer Learning Toolkit

Evidence-based tools and guidance for delivering effective programs

During the summer, low-income students lose ground compared to their wealthier peers. But summer can also be a time to help level the playing field through high-quality, summer learning programs that research shows produce measurable benefits in math, reading and social and emotional learning.

With more than 50, evidence-based tools and resources—drawn from the work of five urban school districts and their partners, and aligned with research from RAND—the Summer Learning Toolkit helps educators deliver programs that make a real difference.

Watch the video to learn more.

Read RAND's full set of recommendations in *Getting to Work on Summer Learning: Recommended Practices for Success, 2nd Edition*

Staffing and Professional Development Toolkit Page

It begins with an overview of the research that speaks to the important role staffing and professional development plays…

…and continues with samples of and guidance on staffing models and job descriptions.

Determining staffing needs and hiring selectively

Staffing your summer program is a big job. Besides teachers, you likely need support staff, site leaders and a variety of specialists. Determine staffing needs in the fall and begin recruitment in early winter.

- **Be realistic:** Use historic no-show and attendance rates, not enrollment figures, to accurately project the number of staff needed for the summer program.
- **Cover your bases:** Develop a site staffing model to ensure that critical functions related to attendance, professional development, behavior management, enrichment, instruction, meals and transitions are covered.
- **Aim high:** Develop selective hiring procedures with the union to ensure you can hire the most qualified teachers.

Related Resources

Samples - Pittsburgh Site Leadership Staffing Model

Describes key positions and roles and responsibilities by program site

Guidance (.pdf)

Sample (.pdf)

Download All (.zip)

Samples - Summer Staff Job Descriptions

Includes descriptions for central office, site coordinator, instructor and support staff roles

Guidance (.pdf)

Sample - Paraprofessional (.pdf)

Sample - Site Coordinator (.pdf)

It also includes samples and tip sheets related to high-quality professional development.

Providing sufficient training and professional development

Professional development is the link to ensuring that program goals and plans translate into positive experiences for youth and staff and ultimately benefit students.

- **Use time wisely:** Provide all staff with a handbook of key policies, contacts and schedules to avoid discussing logistics that can be covered in writing.
- **Provide context:** Talk about the families and students being served to underscore why the summer experience and program elements are important.
- **Share the experience:** Include all instructional support staff in curriculum training and practice sessions with teachers.
- **Be consistent:** Model appropriate behavior-management strategies to ensure a unified approach throughout the program day.

Related Resources

Tip Sheet - Planning High-Quality Professional Development

Includes a focus on logistics as well as content and agenda

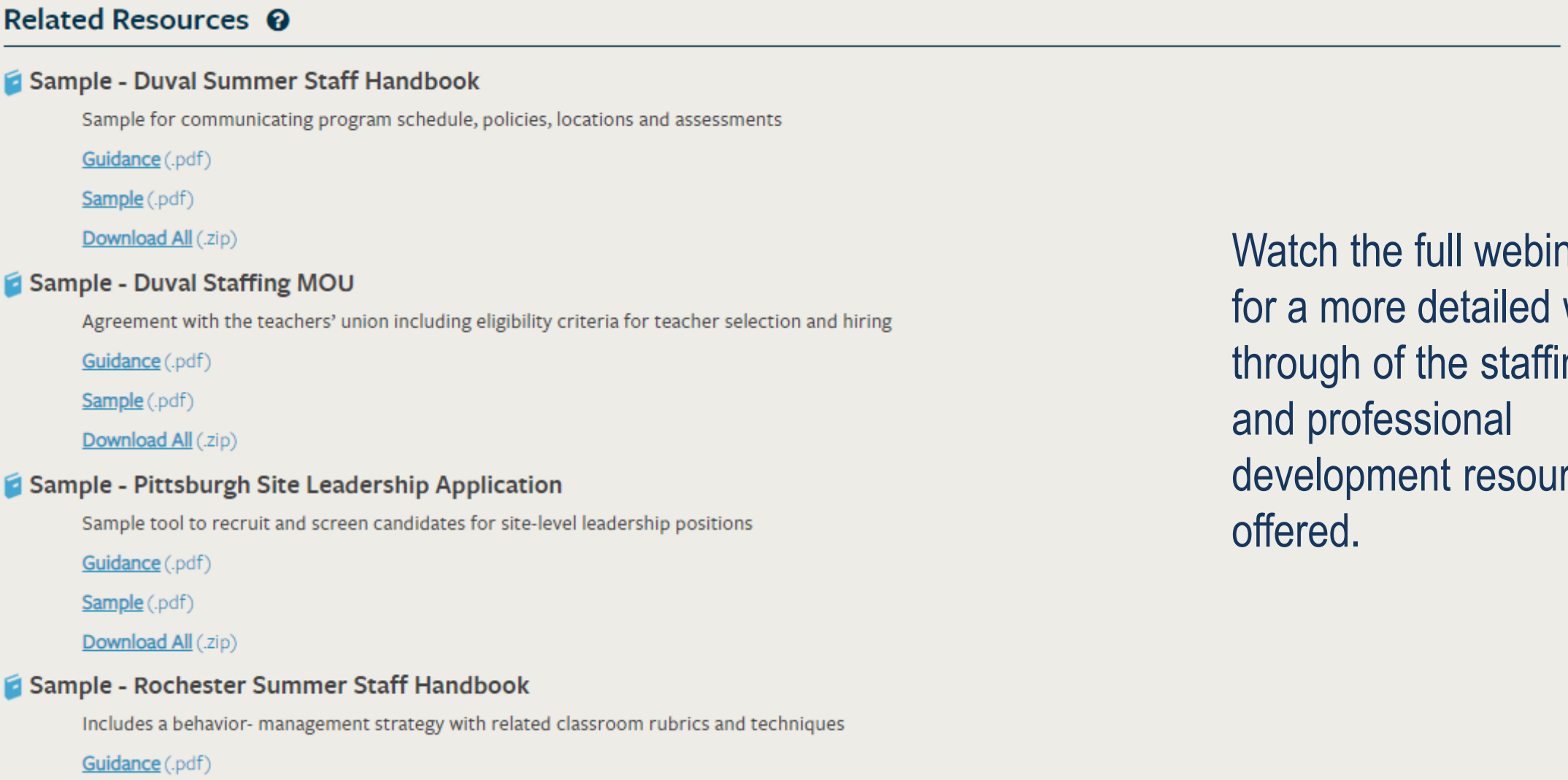
Guidance (.pdf)

Tip Sheet (.pdf)

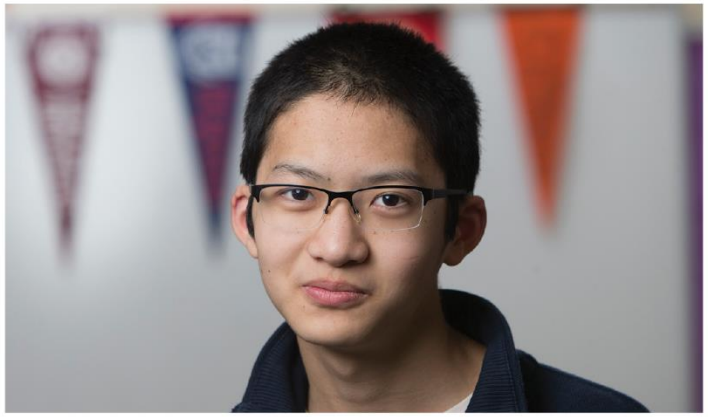
Download All (.zip)

Sample – Dallas Summer Staff Handbook

Additional staffing and professional development resources include staffing MOUs, examples to help hire staff, and examples of staff handbooks.



Watch the full webinar for a more detailed walk through of the staffing and professional development resources offered.



2019 Summer Dreamers Academy

Staffing & Professional Development Planning

March 28, 2019

Expect great things.

Pittsburgh Public Schools

Introductions

- Kathryn Vargas, Director, APOST
- Melanie Claxton, Coordinator of Out-of-School Time

What is SDA?

- Premier summer learning camp offered at NO COST to PPS students
- Morning academic component (ELA and Math) designed by PPS staff and taught by certified teachers
- Afternoon activities led by community-based organizations
  - Opportunity for PPS students to get excited and passionate about an activity to which they otherwise might not have been exposed

Summer 2019

- Serving 1,800 Students
  - Serve students who have completed pK-8th grade (includes Little Dreamers)
  - All enrollment prioritizes youth most at risk for summer learning loss, plus sibling preference policy
- Employing nearly 200 staff
- Employing 30 youth workers
- Partnering with 20 community organizations who led 27 enrichment activities

Expect great things.

2019 Daily Schedule*

Time	Activity	
8:30 – 8:45	Arrival & Breakfast	
8:45 – 9:10	All Camp Meeting	
9:10 – 9:15	Transition to Academic Block #1	
9:15 – 10:45	Academic Block #1 English Language Arts (ELA) or Math	
10:45 – 10:50	Transition to Academic Block #2	
10:50 – 12:20	Academic Block #2 English Language Arts (ELA) or Math	
12:20 – 1:15	Transition to Lunch & Recess Lunch & Recess Transition to Activity Block #1	
1:15 – 2:30	Activity Block #1	Double Block Activity May be on-site or off-site.
2:30 – 2:35	Transition to Activity Block #2	OR
2:35 – 3:50	Activity Block #2	
3:50 – 4:00	Dismissal	

***Final 2018 Daily Schedule still TBD. Applicants will be notified if this schedule is to change as soon as information becomes available**

Expect great things.

SDA Staffing Model

1 Camp Director
- Site leader

1 Operations Manager
- Oversee attendance and logistics

1 Operations Assistant
- Support camp site logistics

1 Curriculum Coach
- Provide coaching support & PD to academic teachers

1 Activity Specialist
- Coordinate with activity providers

2 Behavior Coaches
- Coordinate behavior management (each to focus on staff or students)

- Central Office Curriculum Coach
- Central Office Operations Coach

SDA 2019 Staffing Model

Other Site Staff

- AM Academic Teachers
- PM Activity Teachers
- Full day Teachers
- Camp Coordinators
- Nurse
- Security Guard
- Student Data Systems Specialist

- Activity Provider Staff

- Custodians
- Food Service Workers

SDA RFP: Hiring Timeline

Fall

- Determine number of campers served
- Finalize Staffing Model
- Put together camp leadership team position descriptions

Winter

- Post camp leadership team positions
- Update the selection rubrics
- Identify the interview selections team
- Conduct camp leadership team interviews
- Finalize camp leadership team placements and send out offers
- Update position descriptions
- Post all other camp positions

Spring

- Update selection rubrics
- Identify selections team
- Conduct staff interviews
- Finalize placements and offers
- Finalize plans for staff training

SDA Professional Development Plan

Camp Leadership Team training and orientation

All camp training & orientation

Camp Leadership Team members conduct training for each SDA Camp site

Professional Development Structure

Schedule

Time: 8:30AM -3:30PM

Dates: March 26th – 28th

Focus Topics

Team Building

SDA Mission Vision & Values

Setting Vision

Site Based Planning

PD breakout based on specific camp role

Objectives

Understand SDA Mission & Vision

Develop positive relationships with all staff

Gain understanding of key 2019 Program elements

Prepare detailed site based plans

Learn how to effectively access student information

Expect

Professional Development For Enrichment

Preparing Providers

- Enrichment providers have an SDA professional development track at the APOST Summer Conference.
- Camp Leadership Team training week
- All camp orientation
- All camp family preview night

Expect great things.

Training Content for Enrichment Providers

- Alignment with district initiatives
- Weikart Center for Program Youth Quality Training
- Connected Writing Project Implementation
- SDA Model & Roles
- Troubleshooting identified issues
- Team Building & Camp Culture

Contact

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Keep in touch!

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NATIONAL SUMMER LEARNING WEEK

JULY 8-13, 2019

Thank you!

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