Component One – Planning and Preparation

The questions below are suggestions for stems related to each of the elements of the components. It is not expected that all questions would be asked during a conference. However, it is expected that information about each of the components be sought during the formative process. There are times when administrators infer how and why something occurred. These questions provide guidance on how to seek clarification and record true evidence.

*** Although asking all questions is not an expectation, this component requires deep discussion in order to both acquire and present the evidence. To that end, several questions under each of the headings will deepen understanding.

1a. Designing Coherent Programs or Services Aligned with State and National Standards
   • How are you sure that the program you are implementing is aligned to the State and National Standards?
   • How do the State and National Standards influence how you design programs or services?

1b. Demonstrating Knowledge of Best Practice and/or Models of Delivery
   • How are you sure that what was implemented reflects Best Practice?
   • What information or literature can you draw upon in order to utilize “Best Practice” and/or models of delivery?

1c. Demonstrating Knowledge of Students and/or Clients
   • How does your practice reflect knowledge of your clients’ developmental, learning, social, cultural or special needs?
   • How do you ensure that your programs and activities are consistent with developmental, cultural and special needs of your clients?
1d. Demonstrating Knowledge of Resources

- What resources within the building do you recommend accessing in this case?
- What resources could you recommend accessing in the district/community pertinent to this case?
- Are there any resources that you feel would enhance your practice that you don’t have access to at this time?

1e. Demonstrating Knowledge of How to Design or Use Student Assessments

- What factors did you consider when selecting the assessment instruments you need for this student/group of students? (reliability, validity, norms, standardization, importance of information gathered in that particular tool to answer referral question)
- How will you use the assessment information to plan for the student’s needs? (accommodations, instructional strategies, program recommendations, community services, home/school collaborations)

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