

State Application Packet

Dear State Director,

The National Center to Improve Recruitment and Retention of Qualified Personnel for Children with Disabilities is a federally-funded Technical Assistance and Dissemination (TA and D) Project at NASDSE that seeks to increase the nation's capacity to recruit and retain qualified personnel. One of the ways we work to accomplish this mission is by offering TA and D services to states that apply for them. This packet of information will assist you in learning about these state services, including the purpose of each and the outcomes we hope to accomplish with you, should you decide to apply for our services.

Please review these materials and if you have any questions regarding your application, contact Dr. Phoebe Gillespie, Personnel Improvement Center Director, at 703-519-3800 ext. 337 or phoebe.gillespie@nasdse.org.

Sincerely,

Phoebe Gillespie, Ph.D., Director

The National Center to Improve Recruitment and Retention of Qualified Personnel
For Children with Disabilities (Personnel Improvement Center)



**PERSONNEL IMPROVEMENT CENTER
MEASURES OF INCREASED CAPACITY RELATED TO MAJOR STATE TA SERVICE PROVISIONS**

Service provision objective- Center will assist states to:	CAPACITY BUILDING PROCESS	RELATED OUTPUTS	DESIRED OUTCOMES
<p>Increase capacity for personnel data management</p>	<ul style="list-style-type: none"> – convene relevant stakeholder group to review and revise personnel data management policies and practices – review HQT plans, including equitable distribution of personnel – review personnel data sources at SEA/lead agency, LEA/program and prep program levels – identify data elements within each source and suggest additions/changes to data elements being collected/analyzed – review current reporting practices/reports being generated routinely – identify additional needs re: data collection, synthesis and analysis – list desired reporting practices – identify process for implementing new reporting policies/practices – implement new reporting policies/practices – examine data reports routinely to inform new/changes in policy and practice at SEA/lead agency, LEA/program and prep program levels re” recruiting, preparing and retaining HQ special-ed and Part C -related personnel. 	<ul style="list-style-type: none"> – revised personnel data management plan – changes in data collection and reporting policies/practices that include additional data sources being created and personnel data reports being produced – decisions re: personnel development (recruitment, preparation and retention) policies and practices are better informed through data examination 	<ul style="list-style-type: none"> – increased quantity and quality of personnel data being collected, synthesized and analyzed – increased production of personnel data reporting – increased use of data reports to inform state, local and prep program decision-making re” recruitment, preparation and retention – increased knowledge and skills of state staff in planning and implementing similar work to address ongoing data needs.



Service provision objective- <i>Center will assist states to:</i>	CAPACITY BUILDING PROCESS	RELATED OUTPUTS	DESIRED OUTCOMES
<p>Increase capacity for prep program partnerships that address local personnel needs</p>	<ul style="list-style-type: none"> – use state, local and prep program data sources to identify highest need LEAs/programs in state, related to HQT or fully certified personnel. – identify number of new hires in those highest need LEAs that have graduated from state prep programs over past 5 years. – identify education background of all special ed paras in those highest need LEAs – share LEA/program needs/current practices and specific prep program resources available. – create partnership plans between LEAs/programs and prep programs – implement plans with State staff support 	<ul style="list-style-type: none"> – data on highest need LEAs/programs – data on IHE production rates over past 5 years, related to highest need LEAs/programs – data on education background of paras in highest need LEAs/programs – information on specific local personnel needs, current practices for personnel development and Prep program resources for increased accessibility – partnership plans 	<ul style="list-style-type: none"> – increased number of preparation program partnerships with local districts/programs being implemented in state – increased number of local community members entering partnering prep programs – increased numbers of prep program completers from partnership locales – increased number of licensed new hires from within local communities – increased knowledge and skills of state, local and prep programs staff in planning and implementing similar work with additional prep programs and locales

Service provision objective- <i>Center will assist states to:</i>	CAPACITY BUILDING PROCESS	RELATED OUTPUTS	DESIRED OUTCOMES
<p>Increase capacity for local districts/programs to recruit, hire, develop and support new and existing personnel</p>	<ul style="list-style-type: none"> – work with state staff to identify highest need districts/programs, using state and local personnel data. – work with state staff to select three local districts/programs for inclusion in the service provision. – work with state staff to engage selected local HR/sped administration in: <ul style="list-style-type: none"> – reviewing current local personnel development plans/practices – providing recommendations for changes in personnel development policy/practice – monitoring and supporting progress toward implementation of local recommendations 	<ul style="list-style-type: none"> – identification of highest need locales – engagement of local administration in review of local plans/practices – list of recommendations for changes in policy/practice re: recruiting, hiring, developing and supporting new and existing personnel – implementation of recommended changes in policy/practice 	<ul style="list-style-type: none"> – increase in quantity and quality of policies and practices in selected locales, re: hiring, developing and supporting new and existing personnel – increase in quantity and quality of new hires in selected locales – increase in retention of existing personnel in selected locales – increased knowledge and skills of state, local and prep program staff in planning and implementing similar work with additional locales.



STATE APPLICATION FOR PERSONNEL IMPROVEMENT CENTER SERVICES

Date ___ / ___ / _____ State _____

Name _____

Name of Person submitting the application _____

- Position title _____
- Phone _____
- Email address: _____

Please check the services below that your state is applying for (you may select any or all of the services, regardless of previous services you have received from the Personnel Center).

Detailed descriptions of each of these services can be found on the following pages, along with the corresponding request for information required by the Center to apply for these services.

___ **Preparation Program Partnerships**

___ **Personnel Data Management**

___ **Attracting, Developing and Supporting New and Existing Personnel**

If you have any questions regarding your application, please contact Dr. Phoebe Gillespie, Personnel Improvement Center Director, at 703-519-3800 ext. 337 or phoebe.gillespie@nasdse.org. You may also access the application online at www.personnelcenter.org.

Preparation Program Partnerships (Preparation program partnerships with early intervention providers, local school districts and community colleges/four-year institutions.)

This service will assist selected states in providing increased opportunities for urban and rural candidates to access early intervention and special education-related preparation programs in their local communities, including the development of paraprofessional-to-teacher programs for high need programs and districts. This service includes assistance in the fundamentals of statewide personnel data analysis and will include the facilitation of planning meetings with your state data staff and IHE/EI/LEA partnership planning meetings to promote increasing local community members' accessibility to preparation programs.



To apply for this service, describe for us the work that has already begun in your state and indicate which items still need to be addressed regarding:

- ***personnel data analysis to determine local areas of highest need***
- ***opportunities for increased accessibility to personnel prep programs***
- ***LEAs or Part C providers partnering with preparation programs***
- ***para-to-teacher training opportunities***
- ***expansion of pathways to teaching that encourage mid-career changers to enter the early intervention or special education professions (i.e., Transition to Teaching Grants, HEA Partnership Grants, State Personnel Development Grants (SPDGs), Center for Teacher Quality (CTQ) plans)***

Personnel Data Management

This service will assist selected state education and Part C lead agencies, EI Programs, LEAs and IHEs in identifying the essential data points for synthesizing and analyzing their current and emerging personnel data. It will enable states to identify personnel data sources and enable them to focus on data reporting requirements under both NCLB and IDEA. This will enable SEAs, Part C Agencies, EI Programs and LEAs to identify their exact personnel needs and be able to plan policies and practices to meet these needs. This service includes the facilitation of two on-site meetings by the Center's data consultant and follow up conference calls to implement strategies in the state's data management plan.

The following topics will be addressed in working with states to plan and manage their EI/LEA/IHE personnel data synthesis and analysis work:

- supply and demand data specific to race/ethnicity, disability, urban/rural settings, preparation programs' capacity and developmental categories (from birth -21);
- attrition and retention data related to reasons for leaving the field, transferring schools and districts, moving to other occupations or positions within education and practices that could retain those exiting and keep others from leaving; and
- models for predicting retirement rates at the state and local level.

To apply for this service, describe for us the work that has already begun in your state and indicate which items need to be addressed regarding:

- ***any personnel data collection protocols you have developed to determine number of special education highly qualified teachers (HQTs) at the local level;***



- ***personnel data analysis you perform in relation to retention and attrition of local districts and EI programs;***
- ***information on enrollments in higher education preparation programs in relation to numbers of those becoming certified/licensed within the state; and***
- ***information on racial and ethnic diversity within the current workforce serving children and students with disabilities, birth – 21.***

Attracting, Developing and Supporting New and Existing Personnel

This service will utilize a national expert in the field of human resources to assist selected SEAs and Part C agencies, along with their high need LEAs and Part C programs in increasing their capacity to provide high quality early interventionists and special educators for local communities by addressing effective hiring practices and root causes of attrition. These may include: a) improving working conditions; b) developing special education personnel-specific mentoring/induction; and c) implementing administrative supports. This service will include a one-day, on-site training in each selected state, consisting of review and development of plans and procedures for hiring and supporting new and existing personnel.

Following an analysis of each selected human resource work plan, one on-site visit per selected community will be provided to assist in addressing identified issues. This visit will include the identification of appropriate research-based practices related to personnel practices and workplace environment that may affect the identification, hiring and development of special education-related personnel. Follow up conference calls by the Center's expert will assist programs in implementing their work plans.

To apply for this service, describe for us the work that has already begun in your state and indicate which items need to be addressed regarding:

- ***marketing your state and/or local school districts to graduating candidates both in and out of state;***
- ***using Internet recruitment strategies to screen potential hires for your EI programs or LEAs;***
- ***interview strategies that glean the best candidate for the setting;***
- ***personnel career ladders that offer a continuum of opportunities for personnel development and leadership;***
- ***administrative training and support to enhance the special educator experience at the district and building level; and***
- ***working conditions surveys to ascertain issues that need to be addressed in local settings.***



STATE READINESS RUBRIC FOR PIC SERVICES TO STATES

STATE NAME _____

<i>Degree of readiness/ Critical elements</i>	1 <i>Not ready</i>	2 <i>Somewhat ready</i>	3 <i>Ready</i>	4 <i>More Ready</i>	5 <i>Very Ready</i>
1. State staff assigned to project	No person assigned to the work.	One person assigned to the work- may be relatively inexperienced in personnel development work; time commitments and roles and responsibilities are undefined.	One person assigned to the work- may be somewhat experienced in personnel development work; time commitments and roles and responsibilities are loosely defined.	One person assigned to the work- well experienced in personnel development work; time commitments and roles and responsibilities are defined.	More than one person assigned to the work- all are well experienced in personnel development work; time commitments and roles and responsibilities are very clearly defined.
2. Resources available for use with this work	No resources are listed.	Communication networks are not firmly in place or well described; little to no additional funding is mentioned; collaborative work with others in the state is somewhat evident.	Communication networks are in place and described; additional funding is mentioned; collaborative work with others in the state is evident.	Communication networks are well developed; additional funding is adequate for the work; collaborative work with others in the state is strong.	Communication networks are very well developed; additional funding is more than adequate for the work; collaborative work with others in the state is strong.
3. Other related initiatives involved	No other related initiatives are mentioned.	Other related initiatives are mentioned, but the connection to this work is not well-developed.	Other related initiatives are mentioned and the connection to this work is evident.	Other related initiatives are mentioned and the connection to this work is will strengthen the results.	Other related initiatives are clearly connected to this work and the impact of their contribution is evident.
4. Time to do the work	No time commitments are mentioned	Time commitment is mentioned but not clearly defined or are inadequate for the work	Time commitment is loosely defined and appears adequate for the work	Time commitment is well defined and adequate for the work	Time commitment is well defined and more than adequate for the work
5. State leadership	Not evident.	State administrator is aware of the proposed work.	State administrator is supportive of the proposed work and will be kept informed of its progress.	State administrator is very involved in the work and ongoing involvement is evident.	State administrator is leading the work and will continue ongoing involvement.
6. Related work that has already been done	Little to none.	Related work is loosely described and mostly incomplete.	Related work is well described and partially implemented.	Related work is well described and mostly implemented.	Related work is well described and fully implemented.

