

**Personnel Preparation Program Partnerships
2010-2011 Activity Plan
Granite School District
State of Utah**

Activities to be implemented:	Resources/Funding needed	Person responsible for activity/step implementation	C= Completed and Date NC = Not Completed
Activity 1a: Conduct Para Survey to determine the educational levels of paras and their interest in becoming a special education teacher	Hard copy survey sent to paras' schools	Marcia Larson -Sent to 700 paras	C- April 2009
Activity 1b: 2 nd Para Survey Follow Up. Conduct survey to determine support and information needed for next Joint LEA/IHE Para Advisement Meeting at the LEA Site	Survey Monkey LEA & IHE Joint Survey Development	In depth survey regarding specific IHE information sent to 150 paras-	C – Mar 15, 2010
Step 1a: Results compiled	Staff time	Results indicate need to narrow target audience.	C- May 2009 370 surveys were returned; 166 indicated an interest in teacher certification
Step 1b: Results compiled	Staff time	Marcia Larson & Jerry Purles	C- paras had 2 weeks to complete the online survey 52 paras completed the survey
Activity 2: Develop invitations to Para to Special Education Teacher and Certification planning stations	Staff time	Invitations sent-Marcia Larson & Jerry Purles	Apr.9, 2010 -C
	Personnel/Time	IHE reps and Granite Para PLC members	C

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			C
Step 1: Meet with PLC			C
Step 2: Review Plan, Activities and set up timeline for Plan		Marcia Larson & Jerry Purles, IHE's	C
Step 3: Assign and Review Roles and Responsibilities for the Plan		Noelle Converse	C
Activity 3: Orientation to IHE programs for all Granite paraeducators	Personnel/Time	IHE Personnel and Marcia Larson & Jerry Purles, Granite Para PLC representatives	January 21, 2010 -C 131 paras attended the recognition/information night
Step 1: IHE and Granite Develop presentation to Para's on programs, requirements, support provided through the partnership			January 21, 2010 - C
Step 2: Provide ongoing support to paras in determining a target program for them via ListServe, and other informal communication. Email addresses sent to USU and U of U of those interested in teacher certification programs.		IHE Reps and Marcia Larson & Jerry Purles	C
Step 3: Meeting with IHE's, school districts, UPDC, and NASDE representative		Look at needs of paras in regards to teacher certification	Feb. 24, 2010 - C

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Step 4: Both IHE's provide tables showing financial opportunity pathways.		IHE's	March 23, 2010 - C
Step 5: Both IHE's provide checklist of steps to a career in special education		IHE's	April 1, 2010 - C
Step 6: Prepare committed candidates for application process		IHE representatives will meet with individual paras in information sessions at GEC	NC
Step 7: U of U will send list of accepted students into the teacher certification program	Personnel/Time	Rob O'Neill	7 students have been accepted in to the program
Step 8: USU will send list of accepted students into the teacher certification program	Personnel/Time	Bob Morgan	3students have been accepted in to the program
Step 9: U of U will send list of current applicants approved for January, 2011 admittance	Personnel/Time	Rob O'Neill	January, 2011
Activity 4: Review accepted Para's and determine further supports necessary to facilitate Plan success	Personnel/Time	IHE Reps/PLCs	NC
Step 1: Sort into appropriate Cohorts	Personnel/Time	IHE Department Supervisors and Granite Director	NC
Step 2: Determine other logistical supports, e.g. Satellite class, possible funding support, supervision, etc.		IHE Department Supervisors and Granite Director; Kristin Percy, USU site mentor	NC at our April 12, 2011 meeting
Step 3: Meet with Granite's Para PLC to determine what supports we can give the cohort	Personnel/Time	Marcia Larson and Jerry Purles: Para PLC	NC

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Step 3: Provide ongoing logistical support through para's program	Personnel/Time	IHE Department Supervisors, Granite Director, IHE Reps and PLC members	NC
Activity 5: Create Invitations to our 2nd Para Recognition and Career Night	Personnel/Time	Paraeducator PLC members	C-Invitations were sent through email to all paras and to sped teachers to post in their rooms
Activity 6: Conduct Para Recognition and Career Night	Personnel/Time	Paraeducator PLC members, U of U staff and USU staff	C-Wednesday, April 6, 2011, 3pm to 6 pm