

# Beyond Pedagogy Package (50 Hours)



While we are changing one student's life at a time, a teacher can also take learning beyond their classroom. This comprehensive set of online PD courses helps teachers gain confidence and build skills in educational leadership.

**The Beyond Pedagogy Package includes 10 self-study courses (5 hours each) for a total 50 hours of professional development.**

- Action Research for School Improvement
- Classroom Organization for the 21st Century
- Fundraising Basics for Teachers
- Grant Writing
- Partnering with Parents
- Peer Review of Teaching
- Preparing for Teacher Evaluations
- Public Speaking for Teachers
- Reflective Teaching Practice
- Thrifty Classroom

# Action Research for School Improvement



## Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Environments, Content Knowledge, Application of Content, Planning for Instruction and Instructional Strategies.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Teachers Know Content, Teachers Facilitate Learning and Teachers Analyze and Reflect.

Research often conjures up a picture in people's minds of academics working in isolation for years proving theories. To make a distinction from academic research, those involved in action research participate in ongoing testing and monitoring of improvements in their practice. This course provides a framework for teachers to use action research as a means to change or improve their practice.

Another important aspect that the course introduces is intellectual collaboration among teachers. This means working together to identify issues in their teaching context and developing processes for improvement. Action research facilitates the necessary context to help build a strong PLC and can be used either as a school improvement tool or as an individual PD option.



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# Action Research for School Improvement

## Course Outline

### LESSON 1: Introducing Action Research

- Understanding action research by reviewing key definitions and its history
- What are the key features of action research?
- Identifying the benefits of action research in the context of education
- Exploring the teacher's role in action research
- Considering the various types of action research

### LESSON 2: Focus Area

- How to select the right area of focus for the action research project
- Looking at possible focus areas in education

### LESSON 3: Key Pre-planning Questions

- Questions to ask yourself before getting started
- Developing the research agenda
- Identifying the project team that will work with you on the project
- Defining the various types of data that are available and data collection techniques
- Explaining how to use a Structured Action Research Model
- Identifying the right sample for your research
- How to analyze data, draw conclusions, and sharing findings

### LESSON 4: Data Collection Phases

- How to use an Action Research Matrix as a guide to identify the student learning goal
- The process of collecting data – keeping a checklist in mind
- How to organize & display data in a way that's easy to retrieve and analyze
- Analyzing and interpreting data
- Using the help of professional literature in your research project
- Arriving at short and long-term plans
- A reminder on the ethics of practicing action research



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# Classroom Organization for the 21st Century



## Standards:

This course aligns to the INTASC Standards including Learner Development and Learning Environments.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content and Teachers Facilitate Learning.

Good teaching is both an art and a science. It requires a significant amount of planning, research, preparation, evaluation, and a whole lot of creativity. However, that doesn't mean teachers need to sacrifice their personal and family life for education. The key to "doing it all" and "doing it all well" is organization. A rested, relaxed, and organized teacher is an effective teacher.

This course is full of tips, tools, templates, and creative ideas to help teachers organize the classroom environment, classroom activities, assessments, and other class events. Organized teachers can take practical steps to manage stressful days and avoid time crunches, creating a positive impact on both themselves and their students.



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# Classroom Organization for the 21st Century

## Course Outline

### LESSON 1: Being an Organized Teacher

- Understanding the purpose and benefits of classroom organization
- Examining the reality of stress and burnout among teachers
- The traits of an organized teacher
- What makes a teacher organized?
- Classroom examples

### LESSON 2: Organizing Your Classroom

- The overarching goals of organizing the classroom space and activities
- Effective classroom layout and design
- Managing classroom material - such as submissions and resources - efficiently
- Organizing classroom activities, including independent, group, and whole class work
- Strategies to manage and track student behavior positively, during lessons and through transitions

### LESSON 3: Ten Tech Tools for Organized Teaching

- Essential considerations behind using tech to organize your classroom and teaching
- Ten useful tools/apps to organize teaching responsibilities, and the classroom applications of each

### LESSON 4: Classroom Applications

- Planning for continuous assessments in the classroom and methods to carry them out effectively
- Working within a teaching team, partnering and preparing to be a substitute
- Organizing parent partnerships at both one-way and two-way levels
- Getting classroom projects and events efficiently planned and carried out
- Ensuring windup is productive, for teachers and students, at a daily and annual level



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# Fundraising Basics for Teachers



## Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Environments and Planning for Instruction.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners and Teachers Facilitate Learning.

This course is designed to help teachers understand that raising funds is not as daunting as it appears. With some planning and effort, fundraising might just turn out to be fun!

Teachers are guided through successful ways to create fundraising plans, draft fundraising proposals, put together a fundraising team, approach corporate organizations and other potential funders, and execute and implement their plan. The resources and examples included here equip teachers to effectively raise the funds they need to successfully engage students in the learning process.



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# Fundraising Basics for Teachers

## Course Outline

### LESSON 1: Overview of Educational Fundraising

- Possible fundraising goals
- Common concerns while fundraising
- The fundraising process

### LESSON 2: Planning and Considerations

- Conducting research into fundraising topics and processes
- Fundraising committees and strategies
- Sources for fundraising
- Budget and timeline

### LESSON 3: Preparing a Good Proposal

- Objectives of a proposal
- Types of proposals
- Writing a proposal
- Elements of a proposal

### LESSON 4: Implementation and Follow-up

- Key stakeholders
- Promotion and advertising
- Ethics, monitoring, and transparency
- Event review, report, and follow-up



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# Grant Writing



## Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Environments and Planning for Instruction.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership and Teachers Facilitate Learning.

Every teacher dreams of an ideal world where the lack of funds or access to resources would not get in the way of widening horizons in education. Grant writing, as a craft, is a step closer to achieving that dream.

Teachers learn the components of a grant application and the process of writing, including assessing needs, developing an idea, writing a compelling statement, defining clear goals and objectives, developing a course of action and an evaluation plan, and drafting budget proposals.

This course offers a look at some winning grant proposals to help teachers understand what a good proposal contains. In addition to presenting principles, the course allows time for reflection, brainstorming, and writing.



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# Grant Writing

## Course Outline

### LESSON 1: Rationale and Guidelines

- Meaning and relevance of grant writing
- Broad guidelines for the grant writing process
- Brainstorming to identify needs that can be addressed through grants
- Selecting points from an actual proposal

### LESSON 2: Understanding your Grant Requirements

- Categorizing needs
- Understanding technological grants
- Thinking through details of different grant categories
- Creating a budget proposal

### LESSON 3: Identifying Potential Funders

- Learning to identify productive sources for funds
- A look at professional development grants
- Exploring classroom enrichment and STEM grants
- Survey of grants for arts, students with disabilities, and technology donations

### LESSON 4: Securing a Grant

- Focus on writing style and format
- Understanding components of a grant proposal
- When and how to draft a short letter proposal
- Sending the proposal



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# Partnering with Parents



## Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Differences, Learning Environments, Content Knowledge, Application of Content, Planning for Instruction and Instructional Strategies.

It also aligns to all of the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content, Teachers Facilitate Learning and Teachers Analyze and Reflect.

In our profession as teachers, we must partner with the parents of our students. The “dream parents” are cooperative, freely volunteer, and carry on the learning process at home. However, many parents need motivation and support to help them partner with the teacher.

In this course, teachers learn about various personalities and come away with an understanding of why parents think the way that they do. You will also discover strategies for common challenging situations.

This course will help enhance your professional interaction and communication skills, as well as help you build lasting relationships with the parents of your students.



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# Partnering with Parents

## Course Outline

### LESSON 1: Introduction

- Structure of teacher and parent partnerships across grade levels
- Common obstacles to partnership
- Dealing with some of the special challenges in the partnership process

### LESSON 2: Understanding the Parent

- Parent types, learning to recognize them and applying the strategies that are suitable for that specific parent type to create successful partnerships
- Basic needs across parent types and how teachers may meet these needs

### LESSON 3: Partnering Strategies

- Ways in which parents can partner, both in the school and from home
- Volunteering at school and the benefits for the student, teacher, and parent
- Volunteering opportunities available for parents in the form of academic activities, creative activities, social activities, support activities, and leadership positions
- Communication methods and strategies

### LESSON 4: Building Lasting Relationships

- How the teachers' attitude and communication style can make or break the partnership relationship
- Communication is addressed in detail, especially relating to various situations such as: when there's an issue, when parents volunteer, and discussing students
- Responding to challenging situations such as parental anger, disruptive students, cheating, stealing, violence, bullying, academic issues, and lies



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# Peer Review of Teaching



## Standards:

This course aligns to the INTASC Standards including Learner Development, Content Knowledge, Application of Content, Assessment, Planning for Instruction and Instructional Strategies.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Teachers Know Content, Teachers Facilitate Learning and Teachers Analyze and Reflect.

The focus on high-quality teaching highlights the need for meaningful evaluation of teachers that will encourage continuous improvement. Peer review of teaching is a form of teacher evaluation that involves colleagues in an often reciprocal process of observing, analyzing, providing feedback, and reporting. It opens up opportunity for accurate assessment of the effectiveness of teaching and having informed discussions among equals that focuses on development.

This course presents resources, research-validated strategies, practical tips, and examples to equip teachers with the necessary toolkit to seamlessly turn evaluation into a springboard for improvement in teaching practice. Peer evaluation in an online or hybrid environment is also discussed.



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# Peer Review of Teaching

## Course Outline

### LESSON 1: Introduction to Peer Review

- Meaning, types, and principles of peer review
- Advantages of peer review
- Guidelines for effective application of peer review
- Addressing challenges of peer review

### LESSON 2: Peer Review Protocols

- How to develop a statement of purpose
- Overview of methods of peer evaluation
- Important aspects to be evaluated
- Stages in classroom observation protocol

### LESSON 3: Tips & Tools for Peer Observation

- Guidelines for choosing partner
- Tools to facilitate peer observation
- Looking at rubrics for peer observation
- Reviewing online and hybrid learning

### LESSON 4: Resources for the Evaluator

- Framework for self-reflection
- Practical tips and examples for providing relevant feedback
- Learning to consolidate notes and report
- Identifying areas of growth and developing action plan



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# Preparing for Teacher Evaluations



## Standards:

This course aligns to all of the INTASC Standards including Learner Development, Learning Differences, Learning Environments, Content Knowledge, Application of Content, Assessment, Planning for Instruction and Instructional Strategies.

It also aligns to all of the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content, Teachers Facilitate Learning and Teachers Analyze and Reflect.

This course details how to ensure teacher quality with the help of regular teacher evaluations, and use it as a stepping stone to strengthen knowledge, skills, and classroom practices. The ultimate goal is to propel student growth and learning, while inspiring teachers to excel in their teaching practice. However, the success of this lies in meaningful exchanges between the students and teachers.

The practical strategies, examples, and suggestions presented in this course will facilitate professional growth. It will allow them to refine their teaching skills, critically analyze their own performance, and the performance of their students. The resources included within the course help teachers measure the criteria and standards for evaluation and apply them in the classroom.



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# Preparing for Teacher Evaluations

## Course Outline

### LESSON 1: Introduction

- Defining teacher evaluation, and exploring how, who, and when to evaluate
- Exploring the purpose and guiding principles of a meaningful evaluation
- Benefits of teacher evaluations
- NCLB Act and what teacher evaluation is not
- Overcoming obstacles with a positive outlook

### LESSON 2: Models of Evaluation

- Components of teacher evaluation models critical to the development, implementation and effectiveness of a comprehensive approach
- Popular assessment models used in different states and districts
- Preparing teachers for assessments with a closer look at each evaluation model

### LESSON 3: Understanding the Process

- The multiple measures of teacher performance
- Pre-evaluation, Evaluation, and Post-evaluation
- Attributes of an effective teacher
- Evaluation timeline
- Accommodating students with special needs

### LESSON 4: Reflection & Resources

- Self-reflection and easy strategies to stay on track
- Retrospection into classroom management, goals, design, and delivery of knowledge
- Feedback, handling negative comments
- Making changes for an improved performance
- 'SMART' goal system for success
- Seeking help, before and after evaluations
- Tips for a successful evaluation
- Keeping parents in the loop



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# Public Speaking for Teachers



## Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Environments, Content Knowledge and Application of Content.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content and Teachers Facilitate Learning.

A competent and resourceful teacher must be able to effectively relate to and communicate with students, the school community, peers, parents and even school support structures such as the school board or the PTA. However, most teachers dread public speaking. This course is rich in examples, considerations, suggestions and tips for teachers to improve public speaking skills.

Through the research and strategies in this course, teachers examine how to manage fears and identify specific problem areas. Teachers work on communication skills, both verbal and non-verbal, as well as their technical skills. The resources included also show teachers how to structure their speeches and harness technology to deliver effective speeches.



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# Public Speaking for Teachers

## Course Outline

### LESSON 1: Understanding Public Speaking

- Understanding public speaking, its types and models
- Problems associated with public speaking
- Myths about public speaking
- Dealing with problem areas

### LESSON 2: Building Essential Skills

- The different verbal skills needed for public speaking
- How nonverbal communication skills affect public speaking and how to work on them
- The importance of listening and technological skills

### LESSON 3: Resources for Public Speaking

- Preparing an effective speech
- Effective use of different visual aids and media as presentation aids

### LESSON 4: Public Speaking in Schools

- Understanding different public speaking contexts for an educator:
  - Classroom teaching
  - Parent Teacher Association (PTA) meetings
  - Parent teacher conferences
  - Conferences and conventions for teachers
  - Board meetings
  - Inter-school competitive events
- Key factors that could influence the preparation and delivery of a speech, presentation or class and considerations to keep in mind for the same
- Ethical public speaking



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# Reflective Teaching Practice



## Standards:

This course aligns to the INTASC Standards including Learning Environments and Planning for Instruction.

It also aligns to the McRel Teacher Evaluation Standard, Teacher Leadership.

Have you wondered if your teaching strategies are appropriate for your class and reviewed the results?

Developing a process of reflective thinking is a viable solution to this problem. Reflective practice is considered to be central to effective teacher preparation programs and the development of professional competence. A truly reflective teacher becomes sensitive and responsive to the needs, issues, and concerns that are so important in shaping qualitative educational practice.

This course helps educators learn about various reflection and professional development practices that will enable you to become a reflective teacher and grow as an educational professional.



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# Reflective Teaching Practice

## Course Outline

### LESSON 1: Introduction

- Need for reflection
- Critical attributes and attitudes of a reflective teacher
- Types of reflection
- Circle of reflection
- Levels of reflective thinking
- Are you a reflective teacher?

### LESSON 2: Reflective Thinking and Application

- Developing reflective practice
- Factors that influence reflection
- Applying reflection in practice using strategies such as reframing classroom situations, action research, learning journals, logs, diaries, teaching portfolios, autobiographical narratives, storytelling, critical incident analysis, and self-observation

### LESSON 3: Opportunities for Professional Growth

- Characteristics and types of job-embedded professional development
- Practicing collaborative learning using various strategies like mentoring, peer observation, coaching, and so on
- Building effective Professional Learning Communities (PLCs)
- Enhancing traditional professional development through classroom visitation, conferences, learning study, examining student work, and workshops

### LESSON 4: Professional Development Plan

- Principles of PDP
- Professional development cycle
- Elements of PDP
- Step-by-step guide to write a PDP



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# Thrifty Classroom



## Standards:

This course aligns to the INTASC Standards including Learner Development, Learning Environments, Content Knowledge, Application of Content and Planning for Instruction.

It also aligns to the McRel Teacher Evaluation Standards including Teacher Leadership, Diverse Learners, Teachers Know Content and Teachers Facilitate Learning.

How can teachers ensure that the quality of education is not compromised by their budget?

Through the resources, research-validated strategies, and suggestions presented in this course, teachers will be equipped to handle tight budgets, and be frugal in their classrooms by turning to alternative resources. Teachers will also be provided with practical money saving tips.

Rich in examples, scenarios, suggestions, and tips, this course will help teachers learn valuable life skills to enrich their own learning environment. Schools can save money and still have the needed supplies to provide a quality education.



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# Thrifty Classroom

## Course Outline

### LESSON 1: A Thrifty Classroom and a Thriving Learning Environment

- The challenges of maintaining the quality of instruction at the school level
- Importance of meeting standards in education
- A look at the critical elements necessary to effectively leverage technology for learning
- The need to change teaching approaches within limited budgets
- The need for financial management and creativity in locating alternative resources

### LESSON 2: Making the Most of What You Have

- Learning to make optimal use of available resources
- A look at useful, inexpensive, and ingenious tips for a no-budget dream classroom
- Identifying and implementing projects to redecorate and refurnish the classroom
- Understanding and implementing the 3Rs of minimal waste: recycle, reuse and reduce

### LESSON 3: Thrifty Classroom Supplies

- Tips for connecting with parents and community members for donations
- Using interpersonal skills to connect with organizations that give donations or low-cost supplies
- Identifying government agencies, nonprofit organizations, and local businesses that give free student supplies
- Networking with teachers, parents, and alumni
- Identifying online sources for donations and discounts
- Maximizing limited technology to save costs

### LESSON 4: Thrifty Learning Projects

- Learning to integrate low-cost field trips and utilize virtual tours
- Incorporating the use of local materials for classroom learning
- The importance of integrating STEM education into schools
- The importance of collaborating with other teachers for supplies and teaching aids
- Finding ways to involve the community in enriching student learning at little to no cost



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