

District:

School:

## **DESCRIPTIONS FOR INSTRUCTIONAL STAFFING**

1. Does the description identify the number and categories of instructional staff determined appropriate to implement the district's program of services (qualified ESL teachers, interpreters, translators, teaching assistants, tutors, paraprofessionals, and other categories of support? *(For example, what has the district determined to be the appropriate student-teacher ratio to provide services consistent with the program objectives.)*
2. Does the description state the specific qualifications for instructional staff hired to implement the program services? *(For example, what educational expertise do teachers need to meet the EL program goals.)*
3. Does the staffing plan address the following?
  - a. What are the training needs of the current staff?
  - b. What is the amount, type of training that will be provided to staff?
  - c. What steps will be taken by the district to recruit and hire qualified staff for its EL program?
  - d. What is the schedule for having a fully qualified staff in place and how will the district ensure appropriate services are provided during the period of staff development?
  - e. How will the district determine if the training is effective?

## **PROFESIONAL DEVELOPMENT:**

1. Is there a clear description of the professional development for paraprofessionals who work with EL students? For ESL teachers, for classroom teachers?
2. Is there a clear description of the process used to identify the professional development needs of the staff?
3. Is there a clear description of the Staff development program that is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom?
4. Is there a clear description of the process to evaluate (including a description of the tools to be used in the evaluation) the professional development program is having a lasting impact on the teacher's performance in the classroom?

## **RESOURCES:**

1. What materials and resources (books, equipment, specialized tools) are needed to fully implement its EL program?
2. If the district doesn't have the resources, what is the schedule or plan for obtaining such resources?
3. Does the EL plan describe how a review of resources needed to run the districts program will be accomplished on an ongoing basis?