



**Kentucky Collaborative  
for Families and Schools**

The Prichard Committee

## Director's Apprenticeship

### Task List and Mentor Reflection Questions for Family Engagement

**Resources:** All training materials and resources are available online at ([INSERT HUB LINK](#)) and "Powerful Partnerships" is a book provided by the Governor's Office of Early Childhood.

<i>ECAD Category</i>	<i>Task Suggestions</i>	<i>Hours</i>	<i>Evidence of Completion</i>
<b>Section 1: Family and School Partnerships (required 3 hrs)</b>			
1. Family Connections	Complete 4 Versions of a Family Partnership School 1 pager and read Early Education Family Engagement Guide	1 hr	<i>See mentor reflection questions below</i>
2. Family Engagement Beyond the Newsletter	Complete "Family Engagement Beyond the Newsletter" Module	1 hr	Completion Certificate and Reflection Journal Answers
3. Family Events Beyond the Field Trip	Complete 3 Self-Assessment Modules covering 5 Objectives	3 hr	Completion Certificate and Reflection Journal Answers
<b>Section 2: Family-Focused Transitions (required 3 hrs)</b>			
1. Plan for Change	Complete Family Engagement Self-Assessment and recruit 2 teachers, and 2 families to complete it too.	2 hr	6 completed self-assessments. <i>See mentor reflection questions below.</i>
2. Family Collaboration for Transition	"Family Engagement for Center Directors" Training Module	1 hr	Completion Certificate and Reflection Journal Answers

3. Student Engagement in Transition	Create a SMART goal with a small team that addresses social and emotional support during a key transition <u>through</u> family engagement. Instructions below.	up to 2 hr	SMART Goal, sign-in sheet of team, and see mentor reflection questions below
<b>Section 3:</b> <b>Social-Emotional Support (required 3 hrs)</b>			
1. Resource and Referral	Same as above.	up to 2 hr	See guidance below
2. Follow-Up Strategies	Same as above.	up to 1 hr	See guidance below

### **Mentor Guide to Family Engagement Track Completion:**

**Assignment 1 :** Complete the 4 Partnerships Pulse Check and Read the KY Family and Early Education Program Partnership Guide

- Apprentice should have a completed 4 Versions of a Partnership School
- Mentor Reflection Questions:
  1. How did your program score on the 4 versions of a Partnership School? Did this surprise you, why or why not?
  2. What was one thing you learned from the “the Why” or “the How” section that will help you in your practice?
  3. What was the most helpful section of the KY Family and Early Education Program Partnership Guide for you? Why and how will you use this in practice?
  4. Discuss your strengths and challenges with each of the Core Beliefs i.e. Which families do you find it hard to work with? Why do you think this is? How can you set goals for yourself to grow in challenge areas?
  5. What is one reflection question that came from this Guide that you can hold onto as a reminder of effective family engagement practice?
  6. What parts of the Special Message for Center Directors resonated with you most?
- 1 hour total- Date completed \_\_\_\_\_**

**Assignment 2:** Complete “Family Engagement Beyond the Newsletter” Module and 3 Self-Assessment Modules covering 5 Objectives

- Apprentices should have proof of completion certificates for both modules and accompanying journal reflection questions
- We encourage mentors to review and discuss training reflection questions with the apprentice.

**4 hours total- Date completed** \_\_\_\_\_

**Assignment 3:** Complete Family Engagement Self- Assessment and recruit 2 teachers, and 2 families to complete it too.

- Apprentices should have 6 completed self-assessments- 1 as “building leader”, 2 staff, and 2 families. It will take the full 2 hours to recruit participants, collect completed assessments and to personally complete the self-assessment.
- Mentor Reflection Questions:
  1. How did you create a diverse team? Why did you pick each person and how did you ensure a variety of perspectives?
  2. What did you learn about recruiting participants during this process?
  3. How did scores compare? What were the big similarities and biggest differences?
  4. What conclusion did you start to draw through this experience?

**2 hour total- Date completed** \_\_\_\_\_

**Assignment 4:** Complete “Family Engagement for Center Directors” Training Module

- Apprentices should have proof of completion certificate for training modules and accompanying journal reflection questions
- We encourage mentors to review and discuss training reflection questions with the apprentice.
- 1 hours total- Date completed** \_\_\_\_\_

**Assignment 5:** Bringing all learning full circle and into action by creating a family engagement team and plan. For the purpose of this assignment the focus is on developing a SMARTER goal that captures a family engagement strategy to support a child's social and emotional wellness during a key transition time. Through this assignment, apprentices will learn how to lead a collaborative goal setting process that can be replicated for any family engagement goal.

- See Ky Family and Early Education Program Partnership Guide for “How to Create a Family Engagement Action Team and Plan”-

The apprentice should-

- Make a team-** Diverse representation of at least 5. Based on how much time has passed and other circumstances, this may or may not be the original self-assessment team from assignment 3.
- New ideas based on self-assessment,** compare scores and decide on a few beginning activities. Again, this may or may not be the items identified in Assignment 4 through the Center Director training module.
- Host a full staff meeting for input-** Apprentice should host a full staff meeting to present findings from self-assessment and the current suggestions for next steps. Apprentices should gather input from all staff to learn where there is energy and make a recommendation for what the

center should start doing to improve family engagement practices. This goal should also include how more family input will be gathered and incorporated. They can share a sign-in sheet and meeting agenda as proof is needed.

- Create at least one SMARTE goal based on all input (\*Remember S/E support at transition time)**

S-

M-

A-

R-

T-

E-

- Mentor Reflection Questions:**

1. What was your process for creating the team, collecting input and juggling your own opinions?
2. Was it harder or easier to work in collaboration with staff and families in a co-design process rather than just doing it on your own? What did you learn about yourself as a leader in this collaboration process?
3. What did you do well during this experience?
4. What could you have done better?
5. What are some additions you can include to more adequately address resource and referrals and follow-up strategies for families?

- \_\_\_ Total Hours (up to 5 hours possible); Date Complete \_\_\_\_\_**

**\*Note: These 5 hours are at mentor's discretion based on how thorough the apprentice is in gathering a team, hosting 1 or a few staff and family meetings, and how well the SMARTE goal(s) address components of family engagement, transitions and social emotional support. Minimum 1 hour.**

**CONGRATULATIONS!!**

You have completed the family engagement strategies portion of the apprenticeship journey!



Please reach out with any questions or guidance. I would love to talk with mentors and apprentices as you move along this learning journey! Thank you for valuing the importance of family partnership.

Brooke Gill, Senior Director Family Engagement Policy and Practice, Prichard Committee for Academic Excellence [brooke.gill@prichardcommittee.org](mailto:brooke.gill@prichardcommittee.org)