

Proposed Professional Development

ASSISTments

Implementing a new system takes leadership and understanding of the system. Here are five steps to get started, thoughts about what to do next, and possible costs of training.

Acknowledge

- School leaders must decide to support the training of teachers in their school or district.
- School leaders can give support to the next steps, as well as determine how teachers and students will access the technology.

Designate

- A teacher needs to become familiar with the program and become the teacher leader.
- The teacher leader, with school leaders, will work with a small group of teachers to determine the implementation plan.

Train Leaders

- The teacher leader will attend a training with one or two other members of the school community (preferably the school leader).
- The teacher leader will learn about the many possible uses of ASSISTments.

Plan

- The teacher leader, along with school leader, and a small committee of teachers will shape a simple implementation plan.
- The plan will take into consideration other initiatives at the school and determine the best way to use ASSISTments as a tool to move existing initiatives forward.

Train Everyone

- All teachers will attend training for the FIRST year for a total of 100 hours. The initial emphasis will be the basic plan, however, as the year progresses, more initiatives will be added and a full implementation plan can be designed.
- See below for the details of the training.

The five steps above are a way to get prepared to implement the initial year of use. The following table gives one scenario of how to use 100 hours of teacher-training in ASSISTments and data driven instruction.

Training	Hours	Possible Agenda
1 st All-day training	6 hours	Before school starts for the year, all teachers are trained on how to use ASSISTments and how to implement the plan outlined by the school ASSISTments leader.
2 nd All-day training	6 hours	First refresher course -a time to learn about data driven instruction. Everyone will look at data and practice deciding what actions to take.
3 rd All-day training	6 hours	Teachers can learn about other uses and features of ASSISTments depending upon the school leader’s choices. Choices will include a) skill building sets, b) creating your own content, c) the parent notification system, or d) using common assessments.
4 th All day training	6 hours	Teachers begin to make plans for the second year of ASSISTments implementation.
Common meeting time during the year	1 * 30 hours	In order to take complete advantage of data, teachers need time on a regular basis to discuss. Teachers can look at data from common assessments together in a Professional Learning Community. Also, while they are learning how to use ASSISTments, it helps to have times to troubleshoot the technology.
Sumer planning and building	40 hours	After the first year of implementation teachers need time to put their curriculum together to match their objectives. This is a vital part of common assessment and data driven instruction and has great sustainability for the school.
Visit other schools	6 hours	Visit other schools to see how they use ASSISTments and data to drive instruction. Networking across grades and schools can feed creative thinking and problem solving.

Administrator training is also vital in this reform process so there is time allotted in the budget for six hours of training with two administrators.

At the end of this year of training, all teachers will be implementing ASSISTments in a basic manner. During the next two or three years, school leaders, along with the faculty, will develop more plans and implement them school wide. These new initiatives will include using features like, Skill Building Sets, Essay Critique, Parent Notification, and continued use of the builder to make school specific assessments and to add tutoring to ASSISTments that have only correct/incorrect as feedback.

Cost to the school assuming **12** teachers.

Event	Cost for 12 teachers and 2 administrators	Cost of The Training			Total
		Number of Units of WPI Training	Cost Per Unit of Trainer Time	Total Costs of Trainer	
a. Teacher Training - 4 days of training	\$5,760	4 day-long visits	\$1,090	\$4,360	\$10,120
b. Meeting Time - 30 one-hour common meetings	\$7,200	4 hour-long calls	\$100	\$400	\$7,600
c. Summer Time - 40 summer hours	\$9,600	5 hour-long calls	\$100	\$500	\$10,100
d. Substitutes - 6 hours of classroom visit time	\$1,440				\$1,440
e. Administrator Training - 6 hours of administrator training	\$480	6 hour-long calls	\$100	\$600	\$1,080
Total	\$24,480			\$5,860	\$30,340

Budget Justifications

- a. **Teacher Training:** Four days of on-site training costs \$5,760 with paying for teacher's time (assuming 12 teachers at \$20 per hour with 6 hours per day for 4 days). The cost of the trainer for those four days is \$4360, (assuming \$850 per day for the WPI trainer plus \$150 for a hotel plus \$90 in mileage from WPI).
- b. **Meeting Time:** Thirty 1-hour common meetings are \$7200 (assuming 12 teachers at \$20 per hour for 30 hours). The costs for the WPI trainer to attend four group's videoconference meetings is \$400 (\$100 per hour for 4 hours). The WPI Trainer will help ensure the common planning times are productive, as well as to teach how ASSISTments helps in data analysis.
- c. **Summer Time:** Forty summer hour \$9,600 (assuming 12 teachers at \$20 per hour for 40 hours). The costs of the WPI trainer to attend five group videoconference meetings is \$500 (\$100 per hour for 5 visits). The WPI Trainer will help in goal setting and training on the technology.
- d. **Substitutes:** The costs for six hours to pay for 12 substitutes for classroom visit for teachers to see what other teachers are doing will cost \$1,440 (assuming 12 teachers at \$20 per hour for 6 hours).
- e. **Administrator Training:** The cost for the administrators training for two administrators is \$1,080 (2 administrators at \$40 per hour for 6 hours as well as \$100 per hour for 6 hours for the trainer).

It is important to note that over 80% of the costs of this program goes to paying for the district teachers time and less than 20% goes towards paying for the time of the trainers.