

APPENDIX A

SCHEDULE OF PROJECT CRISS SERVICES

NWREL Experimental Study of Project CRISS

Appendix A

Schedule of Project CRISS Services (Dates are for Treatment Group)

Preparation (Spring 2007)

School selects a Local Facilitator (LF) who:

- Is an experienced teacher/administrator who has *approximately five to six non-teaching hours per week* to support teachers in implementing Project CRISS; ideally a literacy coach, school/district curriculum director, reading resource teacher, assistant principal, or experienced content teacher
- Has respect and credibility with peers
- Is willing to lead monthly meetings with faculty to support implementation
- Is willing to receive further training to become a certified trainer for the district

Intensive Professional Development (School Year 2007-08)

- *Two-day in-service* (12 hours) provided by CRISS-certified trainer consisting of first part of Level I training for all core content teachers, LF, principal (Aug-Sept)
- *Two- to three-day in-service/assistance* by CRISS trainer consisting of (a) one or two days with LF and principal to teach and practice CRISS walk-throughs and review progress, and (b) one day (6 hours.) with all core content teachers to complete Level 1 training (Nov-Dec)
- *One- to two-day in-service/assistance* by CRISS trainer consisting of (a) assistance and walk-throughs with LF and principal, and (b) one half- to one-day formal training to review concepts and work on implementation issues (Feb-March)
- *LF takes first step to becoming a certified trainer* by observing another two-day Level I training in another school (through arrangements with Project CRISS office) anytime beginning in the second half of the school year
- *Weekly phone contact* initiated by trainer with LF (plus email) to review progress and implementation problems
- *Project CRISS resource materials: Project CRISS Manual* (all teachers) plus four copies of *Administrators Guide* that includes walk-through rubric

Level II CRISS Certified Trainer Workshop for LF (Summer 2008)

- LFs attend a four-day local/regional summer Level II training institute (8 to 12 participants, intensive training and practice) as the second step to becoming a certified CRISS trainer. Includes introduction of *CRISS Cornerstones*

Follow-up Training and Assistance (School Year 2008-09)

- *Three-day in-service* (12 + 6 hours) consisting of (a) two-days of Level I training for new teachers only, and (b) one-day for all teachers to review concepts and introduce *CRISS Cornerstones*, which includes 15 mini-lessons teachers work on in study groups throughout the school year. This Level I training is provided by the LF under supervision by the CRISS certified trainer, thereby completing his/her certification process (Aug-Sept)
- *One-day+ assistance visit* by the original certified trainer who (a) works with the LF and teachers to reinforce the CRISS philosophy and strategies, help with any problems, and celebrate successes; and (b) conducts an evening parent workshop using the *CRISS Parent Guide*
- *Phone and email contact* between LF/district certified trainer and original trainer as needed.
- *Project CRISS resource materials: CRISS Cornerstones* (all teachers), *Parent Guide* (all participating parents)

Expectations for Local Facilitator (LF) to Develop School/District Internal Capacity

Year 1

- Conduct one whole group meeting (all content teachers) and one small group meeting (e.g., departments) per month to help teachers understand and use CRISS, share successful lessons and problems in implementation, and develop new lesson plans around the CRISS principles and strategies.
- Regular visits/meetings with teachers in classrooms, including peer observation or coaching on CRISS principles and strategies.
- Regular walk-throughs by LF (and principal).
- Be available for weekly conference calls and email with Project CRISS trainer
- Start the certification process by observing a Level I training at another school with the eye of a trainer

Summer

- Attend the Level II summer training institute sponsored annually by Project CRISS, either on site or at a regional location. This is a requirement of certification.

Year 2

- Conduct the Level I training for new teachers under observation of the original CRISS trainer, completing the district certification process
- Use *CRISS Cornerstones* as a structure for regular teacher study groups in order to deepen understanding and use of CRISS
- Hold CRISS meetings, visit classrooms as needed
- Become the local district/school certified trainer to train new teachers and sustain the effort beyond the project intervention period. A district certified trainer can be called upon to train additional staff or schools in the district, which keeps their knowledge and skills with Project CRISS sharp.