**Credential AREA:Illinois Director Credential (Level I)****TOPIC: Family Partnerships Assessment**

**Family & Staff Handbook**

**I. Assessment Competency & Standard Alignment**

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| **Gateways Competencies Assessed** |
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| **FP1**: Create processes, procedures, and program plans that support and enhance family functioning, cultivate respectful, responsive relationships, foster family engagement, and facilitate bidirectional communication |

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| **Suggested Competency Cross-Alignments**(with a few edits to this assessment task, these additional competencies could also be assessed with this task) |
| **TEC1**: Demonstrate technological literacy |

**II. Assessment Task Description/ Directions**

**Overview: In this assessment, you will…**

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| **Option 1**(for those wanting to become leaders in the field) | **Option 2**(for those who are already leaders in the field at a licensed site) |
| * **Part 1:** Create a family handbook for parents/ families/ caregivers outlining family policies and opportunities for engagement for an identified program/ center/ school facility or a hypothetical one that includes specific information related to family engagement at your site
* **Part 2:** Consider the multitude of ways that parents/ families/ caregivers will need access to this handbook, plan for dissemination and access, and develop an option for electronic access
 | * **Part 1:** Review and revise you’re the family handbook of your program/ center/ school for parents/ families/ caregivers, ensuring that it outlines specific family policies and opportunities for engagement at your site
* **Part 2:** Consider the multitude of ways that parents/ families/ caregivers already access and need to this handbook, reflect upon/ plan for dissemination and access, and revise/ develop an option for electronic access
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**Specific Steps for Option 1**

This task consists of two parts, including:

**Part 1: Family Handbook**

* Create a family handbook for parents/ families/ caregivers outlining opportunities for engagement for an identified program/ center/ school facility or a hypothetical one. Handbook details should include:
	+ An introduction that includes a statement regarding the importance of family engagement as it relates to children’s learning and development
	+ Each additional component:
		- An overview of the program's philosophy, curriculum, and general operations
		- A description of how family choices and goals inform the program's curriculum

**Technology Option:**

- Website options

- Video/audio record options

- Include website links for supportive services or partnership agencies

* + - A description of how families can participate in program activities
		- An overview of how families can assess program practices and materials
		- A description of family opportunities for involvement in program governing and advisement
		- An overview of family communication strategies used within the program
		- A description of family orientation processes
		- An overview of family opportunities for engagement in educational experiences
		- An overview of supportive services available within the program and broader community
		- A description of referral processes and partnering agencies

**Part 2: Dissemination & Access Plan**

* Consider the multitude of ways that parents/ families/ caregivers will need access to this handbook
	+ As an addition to your handbook, outline the importance of having multiple modalities of access for parents/ families/ caregivers
	+ Provide details for how you plan to learn the way in which parents/ families/ caregivers want and/or need to receive information (e.g. a family interview, survey, options for online access, printed copy, multiple printed copies sent/ available for families with non-traditional caregiving situations)

**Technology Option:**

- Communication options

* + Develop a web page or parent portal for ensuring parents and families have electronic access to this handbook

**Specific Steps for Option 2**

This task consists of two parts, including:

**Part 1: Family Handbook**

* Review and revise (if needed) your site’s handbook for parents/ families/ caregivers that outlines opportunities for engagement. Including suggestions for additions or changes, details should include:
	+ An introduction that includes a statement regarding the importance of family engagement as it relates to children’s learning and development
	+ Each additional component:
		- An overview of the program's philosophy, curriculum, and general operations
		- A description of how family choices and goals inform the program's curriculum
		- A description of how families can participate in program activities
		- An overview of how families can assess program practices and materials

**Technology Option:**

- Website options

- Video/audio record options

- Include website links for supportive services or partnership agencies

* + - A description of family opportunities for involvement in program governing and advisement
		- An overview of family communication strategies used within the program
		- A description of family orientation processes
		- An overview of family opportunities for engagement in educational experiences
		- An overview of supportive services available within the program and broader community
		- A description of referral processes and partnering agencies

**Part 2: Dissemination & Access Plan**

* Consider the multitude of ways that you already provide or that you can provide parents/ families/ caregivers in order to access to this handbook
	+ As an addition to your handbook, outline the importance of having multiple modalities of access for parents/ families/ caregivers
	+ Provide details for how already/ plan to learn the way in which parents/ families/ caregivers want and/or need to receive information (e.g. a family interview, survey, options for online access, printed copy, multiple printed copies sent/ available for families with non-traditional caregiving situations)

**Technology Option:**

- Communication options

* + Revise/ develop a web page or parent portal for ensuring parents and families have electronic access to this handbook

**III. Assessment Rubric**

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| **IDC Family Partnerships Master Rubric** |
| **Competency** | **Distinguished** | **Competent** | **Developing** | **Unacceptable** | **Unable to Assess** |
| **FP1**: Create processes, procedures, and program plans that support and enhance family functioning, cultivate respectful, responsive relationships, foster family engagement, and facilitate bidirectional communication | Advocates and supports processes, procedures, and program plans that support and enhance family functioning, cultivate respectful, responsive relationships, foster family engagement, and facilitate bidirectional communication | Establishes processes, procedures, and program plans that support and enhance family functioning. | Establishes some processes, procedures, and program plans that attempt to support and enhance family functioning | Perpetuates processes, procedures, and program plans that do not support family functioning, and or are disrespectful and unresponsive  |  |

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**IV. Data Collection & Analysis Tool**

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| **Competencies** | **Cumulative Assessment Data** |
| **Competency** | **Distinguished** | **Proficient** | **Needs Improvement** | **Unsatisfactory** | **Unable to Assess** |
| **FP1**: Create processes, procedures, and program plans that support and enhance family functioning, cultivate respectful, responsive relationships, foster family engagement, and facilitate bidirectional communication |  |  |  |  |  |