

Credential AREA: Illinois Director Credential (Level III)
TOPIC: Family Partnerships Assessment
Family & Staff Handbook

I. Assessment Competency & Standard Alignment

Gateways Competencies Assessed
FP1: Create processes, procedures, and program plans that support and enhance family functioning, cultivate respectful, responsive relationships, foster family engagement, and facilitate bidirectional communication
FP2: Develop, implement, and assess organizational systems that support and enhance family relationships and promote meaningful family engagement

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
HRD3: Apply and assess best practices supportive of optimal professional performance, professional staff interactions and ongoing staff development and engagement
HRD4: Implement and evaluate best practices and provide reflective supervision that enhances professional staff interactions and promotes individualized staff development and collaboration within the context of unique roles

II. Assessment Task Description/ Directions

Overview: In this assessment, you will...

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)
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

<ul style="list-style-type: none"> • 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 	<p>handbook, reflect upon/ plan for dissemination and access, and revise/ develop an option for electronic access</p>
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Specific Steps for Option 1

This task consists of three 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
 - 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

Technology Option:
 - Website options
 - Video/audio record options
 - Include website links for supportive services or partnership 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)
- Revise/ develop a web page or parent portal for ensuring parents and families have electronic access to this handbook
- Develop a plan for how you will engage parents/ families/ caregivers in creating and/or revising the handbook
 - Outline how you will identify parents/ families/ caregivers (e.g. a parent advisory committee) every few years to review materials and provide input
 - Consider how engaging families in this way provides opportunities for parent engagement and allows them to advocate for themselves in the context of the program

Technology Option:
 - Communication options

Part 3: Staff Family Engagement Handbook

- Develop a handbook for staff outlining program policies and practices supportive of family engagement and partnership
- Create an introduction to your handbook that includes a statement regarding the importance of family engagement, family partnership, and strength-based interactions.
- Your handbook should include each of the following components:
 - The program's philosophy with regards to building collaborative relationships with families
 - How organizational components contribute to the development of collaborative relationships with families
 - Strategies designed to promote partnership between families and staff regarding the identification of family and child goals
 - Strategies used by the program to promote family engagement inclusive of the orientation process
 - How family relationships and engagement strategies are designed based on each family's individual strengths
- As an appendix to your staff handbook, outline how you plan to put this handbook into the practice with your staff to support family engagement and partnerships.
 - Consider multiple modalities for dissemination and access to this handbook
 - Outline plans for promoting and using this staff handbook with your staff and supporting staff engagement with families based on the policies and practices in this handbook (e.g. within hiring practices, staff meetings and professional development, staff reflective sessions, annual review, etc.)
 - Examples of staff demonstration of the handbook could include parent communication, family events, etc.

Technology Option:
 - Video/audio record options

Specific Steps for Option 2

This task consists of three 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
 - 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

Technology Option:
- Website options
- Video/audio record options
- Include website links for supportive services or partnership 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)
 - Revise/ develop a web page or parent portal for ensuring parents and families have electronic access to this handbook
- Review and revise or develop a plan for how you engage parents/ families/ caregivers in creating and/or revising the handbook
 - Outline how you have/ will identify parents/ families/ caregivers (e.g. a parent advisory committee) every few years to review materials and provide input

Technology Option:
- Communication options

- Consider how engaging families in this way has provided/ provides opportunities for parent engagement and allows them to advocate for themselves in the context of the program

Part 3: Staff Family Engagement Handbook

- Review and revise or develop a handbook for staff outlining program policies and practices supportive of family engagement and partnership
- Revise and revise or create an introduction to your handbook that includes a statement regarding the importance of family engagement, family partnership, and strength-based interactions.
- Including suggestions for additions or changes, details should include:
 - The program's philosophy with regards to building collaborative relationships with families
 - How organizational components contribute to the development of collaborative relationships with families
 - Strategies designed to promote partnership between families and staff regarding the identification of family and child goals
 - Strategies used by the program to promote family engagement inclusive of the orientation process
 - How family relationships and engagement strategies are designed based on each family's individual strengths
- As an appendix to your staff handbook, outline how you have put/ plan to put this handbook into the practice with your staff to support family engagement and partnerships.
 - Consider multiple modalities for dissemination and access to this handbook
 - Outline your past or future plans for promoting and using this staff handbook with your staff and supporting staff engagement with families based on the policies and practices in this handbook (e.g. within hiring practices, staff meetings and professional development, staff reflective sessions, annual review, etc.)
 - Examples of staff demonstration of the handbook could include parent communication, family events, etc.

Technology Option:
 - Video/audio record options

III. Assessment Rubric

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,	Advocates and supports processes, procedures, and program plans that support and enhance family functioning, cultivate respectful, responsive	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	

foster family engagement, and facilitate bidirectional communication	relationships, foster family engagement, and facilitate bidirectional communication				
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
FP2: Develop, implement, and assess organizational systems that support and enhance family relationships and promote meaningful family engagement	Encourages and supports other ECE professionals in cultivating, infusing and assessing organizational systems that support and enhance family relationships and promote meaningful family engagement	Cultivates, infuses and assesses organizational systems that support and promote family engagement	Attempts to create organizational systems that support and promote family engagement	Through neglectful or intentional practices, creates organizational systems that do not support and hinder family engagement	

Level I—Beige

Level II—Blue (none for this domain)

Level III—Purple

IV. Data Collection & Analysis Tool

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					
FP2: Develop, implement, and assess organizational systems that support and enhance family relationships and promote meaningful family engagement					