

Credential AREA: Illinois Director Credential (Level I)
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

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...

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 will need access to this handbook, plan for dissemination and access, and develop an option for electronic access

- **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

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

Technology Option:
- Communication options

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
 - 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

Technology Option:
 - Communication 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, 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

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					