

**Calcasieu Parish Believe & Prepare
Early Childhood Courses 2023
Proposal of Services**

The Professional Development Courses consist of Three (3) Terms each with 4 course sections. Calcasieu Parish may select from 29 Course offerings for their participants. Instructors will be provided by Calcasieu Parish, with Instructor Ongoing Support provided by the Lastinger Center (2 virtual check-ins per term). Continuing Education Units will be provided for participants who demonstrate Mastery of the course subject matter.

- Term 1
- Term 2
- Term 3
- Additional Terms as Requested

Instructor responsibilities
<ul style="list-style-type: none">• Participate in grading calibrations and be reliable on the grading rubric through tools provided by UFL.• Complete a self-evaluation of instructional methods and then meet with the Early Learning Instructor Coordinator to review. Early Learning Instructor Coordinator will also complete an evaluation for each provide any recommendations for continued instruction.• Provide high-quality online instruction that shall include specific, timely, and strength-based guidance and feedback on all assignments and discussion forums; providing feedback on lesson plans and implementation of strategies that leads to teacher success.• Advise and evaluate teachers using the grading rubric.• Maintain accurate records of teacher's performance that includes posting all assignment grades at least once a week, as well as any other documentation involved in the evaluation of teachers.• Complete staff assignments in the timeframe required by UFL (i.e., regular communication with Lastinger Center team, provide documentation of teacher mastery, transfer of all teachers records, etc.).• Participate in the Check-Ins scheduled by UFL to meet requirements for individual professional development plan.• Seek assistance from the instructional leadership team when needed.