

Great Books Foundation Program of Professional Development Consultation Day Packet

Your district or school has arranged for a Great Books Foundation consultant to work with classroom leaders as they learn to use the Shared Inquiry method. As an experienced Foundation instructor with extensive training in Shared Inquiry, your consultant can be a great resource to you. The documents in this packet will help you plan a productive and rewarding visit.

The **Consultation Day Activities** sheet describes the different ways in which your consultant can work with individual leaders or with groups of leaders. *Copy and distribute this to all staff who may be involved in the visit.*

The **Administrator's Consultation Day Checklist** outlines the steps that should be followed to schedule an effective visit.

The **Teacher's Visit Plan** allows each leader to state his or her preferences for the consultant's visit.

The **Consultation Day Visit Plan** is the form on which the administrator records the day's final schedule. **Fax (312-307-0334) or e-mail this schedule to your consultant or the Foundation's offices at least two weeks before your visit.**

If you have additional questions or concerns while you are planning your consultation day, please call or e-mail your Great Books Foundation consultant or dial 1-800-222-5870 and ask for the administrative assistant for your state.

Great Books Foundation Consultation Day Activities

The purpose of a Great Books Foundation consultant's visit is always to help Shared Inquiry leaders make the best possible use of the Great Books (GB) program. We understand that leaders are learners too, so the focus is on learning and there is no need to be self-conscious. The activities below offer a range of productive ways to work with the consultant.

Classroom coaching. This is usually the most beneficial consultation activity. The consultant will observe individual teachers use GB activities with their own classes, then coach teachers on strengths and help them identify and solve problems.

Requirements: At least two weeks in advance, the consultant must be informed of the GB readings and activities leaders will be conducting. Allow 30-45 minutes for the class session plus at least 15 minutes afterward for the teacher and consultant to reflect.

Classroom demonstration. The consultant will model a GB activity with a class. We strongly recommend that the consultant model Shared Inquiry Discussion.

Requirements: At least two weeks in advance, the consultant must be informed of the GB reading and activity he or she will be conducting. If Shared Inquiry Discussion is the activity chosen, the students must be prepared (have at least read or heard the text twice) before the consultant's visit. In general, allow at least 45 minutes with students plus at least 15 minutes afterward for the leader(s) and consultant to review the session. Other leaders should receive release time to observe and participate in a question-and-answer session.

Consultants should be scheduled for no more than three demonstrations per day.

One-on-one conference. Leaders can meet with the consultant individually to discuss a concern, update him or her on progress, or review student work. Conferences of this kind may be necessary if there is not enough time for classroom visits for everyone.

Requirements: Before the consultant's visit, inform him or her of the questions or concerns you would like the conference to address. Allow at least 10-20 minutes for each conference.

Meeting(s) with teachers, parents or other stakeholders. The consultation day could begin or end with a meeting of all teachers using GB to allow everyone to ask questions and share information with the consultant together or the consultant may meet with grade-level or subject teams throughout the day. The consultant may give you a short questionnaire to fill out to help everyone focus on similar topics for the meeting. If the meeting with parents or other stake-holders will need to happen after school or in the evening, ***please be sure to notify Great Books staff as soon as your consultation day is scheduled***, so that the consultant can plan accordingly (otherwise, s/he may be planning to travel in the evening).

Requirements: If possible, let the consultant know in advance which issues you would like the meeting to address. Meetings should last 30-60 minutes.

Please plan the consultant's day to allow for a short break every 2-3 hours, including at least 30 minutes for lunch. Your consultant will discuss the schedule in more detail with you when s/he calls.

Administrator's Consultation Day Checklist

You are the link between your school's Great Books Foundation consultant and your colleagues. Your role is to gather information and complete a schedule that will enable the consultant to work with each teacher effectively. To help your school benefit as much as possible from the visit, follow the steps outlined below.

- ☛ **Tell teachers about the visit.** Provide copies of the Consultation Day Activities sheet to help teachers make informed choices about their priorities for the visit.
- ☛ **Distribute copies of the Teacher's Visit Plan.** On these forms teachers will indicate their preferences for times, consultation activities, and topics they would like addressed. *Give teachers a return deadline that will allow you to send the consultant your completed Consultation Day Visit Plan at least two weeks before the visit date.*
- ☛ **Schedule demonstrations to achieve maximum effect.** Since your consultant can do a maximum of three demonstrations per day, it's best to schedule these at a range of grade levels (for example, grades 1, 3, and 5). We encourage you to arrange for release time so that other teachers at or near those grade levels can observe the appropriate demonstration and have a chance to ask questions.
- ☛ **Finalize the day's schedule.** After you have collected the completed Teacher's Visit Plan forms, review everyone's preferences and determine a workable schedule for the day, using the Consultation Day Visit Plan. You and your colleagues may have to rearrange the times of your regular Great Books periods to fit in consultant visits to as many classes as possible. Please allow your consultant enough time to get from one class to another and at least 30 minutes for lunch. We also strongly recommend a teachers' meeting at the beginning or end of the day.
- ☛ **Fax or e-mail the completed Consultation Day Visit Plan to your consultant or GBF at least two weeks before the visit date.** Your consultant will call and review the schedule with you to ensure that it is workable and to gather additional information.
- ☛ **Remind teachers of required preparation.** A week or so before the consultation day, remind teachers that their students need to be prepared for classroom coaching or classroom demonstration activities.
- ☛ **If plans must change, notify your consultant. The sooner you let your consultant know about unanticipated conflicts, the more likely it is that he or she can work out an alternate visit plan. Keep in mind that it is not always possible to schedule a new visit date on short notice.**

Great Books Foundation Professional Development Consultation Day Visit Plan

Visit date: _____ School: _____

Your consultant's name: _____

Note: For classroom coaching and demonstrations, the consultant must be informed of the GB readings and activities in advance so that he or she can prepare. For both of these consultation activities, add at least 15 minutes after the class time for the teacher(s) and consultant to discuss the session. **Consultants can schedule no more than three demonstrations per day, so mix in coaching, conferences and meetings too.**

Classroom coaching Classroom demonstration Conference

Time: _____ Room: _____ Teacher: _____

JGB reading: _____ JGB activity: _____

Teachers observing: _____

Classroom coaching Classroom demonstration Conference

Time: _____ Room: _____ Teacher: _____

JGB reading: _____ JGB activity: _____

Teachers observing: _____

Classroom coaching Classroom demonstration Conference

Time: _____ Room: _____ Teacher: _____

JGB reading: _____ JGB activity: _____

Teachers observing: _____

Consultant's lunch period: From _____ to _____

Classroom coaching Classroom demonstration Conference

Time: _____ Room: _____ Teacher: _____

JGB reading: _____ JGB activity: _____

Teachers observing: _____

Classroom coaching Classroom demonstration Conference

Time: _____ Room: _____ Teacher: _____

JGB reading: _____ JGB activity: _____

Teachers observing: _____

Teachers' meeting

Time: _____ Location: _____

Teachers attending: _____

Topic(s) to address: _____

Whom should the Great Books Foundation contact in case of questions?

Name and position: _____

Work phone: _____ Home phone: _____

Fax: _____ E-mail: _____

Fax (312-407-0334) or e-mail a copy of this schedule to your consultant or the Great Books Foundation office, attention:
