

## Sample Shared Goal and Action Plan Steps

(red circles are coach action, green circles are apprentice action)

### Shared Goal

1. Select the degree, element and competency that the Apprentice is working on.
2. Enter your goal: *To create and implement lesson planning that differentiates for a child's individual needs.*
3. Click **Add**.

### Action Plan Step #1

1. Create your Action Plan Step – what you want to happen in this step: *PA Apprentice will use documented assessment information to determine individual learning needs. Watch this video on Individualizing in Head Start and use the comments box to reflect on how the video compares to your current curriculum framework.*
2. Click **Create**.
3. Click **Add an Action Plan Resource**.

## Action Plan Resource Select from Resource Library

1. Search for the topic, individualized instruction at the Cultivate Learning Media Library. Find the resource: *Individualizing in Head Start* and click on it.
2. When you have confirmed that this is the video you want to add, click **Add to Most Recently Viewed Action Plan Step**.
3. The video will be embedded in to the Action Plan Step.

1. The apprentice will then click the **Add Comments** box and add their comments about how the video compares to their curriculum framework.

Cultivate Learning Media Library

Search

Individualizing in head start

13 of 13 ITEMS | CLEAR RESULTS

BROWSE

- Approaches to Learning
- Cognition
- Creative Arts Expression
- Language Development
- Literacy Knowledge and Skills
- Physical Development
- Personal Care Routines
- Social and Emotional Development
- Social Studies Knowledge and Skills

Set Up

Planning Sessions

Planning Sessions

In the Classroom: Dominic's Transition—Break

In the Classroom: Dominic's Transition

In the Classroom: Dominic's Free Choice Schedule

Created on September 29th, 2020

The Apprentice will use documented assessment information to determine individual learning needs.

Watch this video on Individualizing in Head Start and

Use the comments box to reflect on how the video compares to your current curriculum framework.

ACTION PLAN STEP RESOURCE

Learn More

Edit

0:00 / 0:56

Add Comments

## Action Plan Step #2

1. Create your second action plan step: *Find another resource that demonstrates differentiated instruction and add it to this action plan step.*
2. The Apprentice will click the **Add an Action Plan Resource** and select a resource from the Resource Library that demonstrates differentiated instruction.

ACTION PLAN STEP

Learn More

Select a different action plan step

Edit

Created on September 30th, 2020

Find another resource that demonstrates differentiated instruction and add it to this action plan step.

Add An Action Plan Resource

Create A Focused Observation

**Action Plan Resource  
Select from Resource Library**

1. Search for the topic, individualized instruction in the Cultivate Learning Media Library.
2. Find a resource and
3. Add the resource to this action plan step.

Created on September 30th, 2020  
Find another resource that demonstrates differentiated instruction and add it to this action plan step.

**ACTION PLAN STEP RESOURCE** Learn More

Upload ▼

Select From The Resource Library

Cultivate Learning Media Library

Search: individualization

BROWSE

- Approaches to Learning
- Cognition
- Creative Arts Expression
- Language Development
- Literacy Knowledge and Skills
- Physical Development
- Personal Care Routines
- Social and Emotional Development
- Social Studies Knowledge and

Disabilities Dialogue Prevention Strategies: Escape SUBS

Curriculum Modifications Interview Pt 2 SUBS

Embedding Language SUBS

**Action Plan Step #3**

1. Create your third Action Plan Step: *Develop a lesson plan for literacy including differentiation for at least one child. Upload your lesson plan as documentation for this step.*
2. Apprentice clicks Add an Action Plan Resource and Uploads lesson plan.

**ACTION PLAN STEP** Learn More

Select a different action plan step Edit

Created on September 30th, 2020

Develop a lesson plan for literacy including differentiation for at least one child. Upload your lesson plan as documentation for this step.

Add An Action Plan Resource Create A Focused Observation

**Action Plan Resource  
Upload your lesson plan**

1. Apprentice will upload your lesson plan to this step. Click **Upload**
2. Select **Choose File**

**ACTION PLAN STEP RESOURCE** Learn More

Upload ▼

Select From The Resource Library

**ACTION PLAN STEP RESOURCE** Learn More

Upload ▲

Select A File To Upload

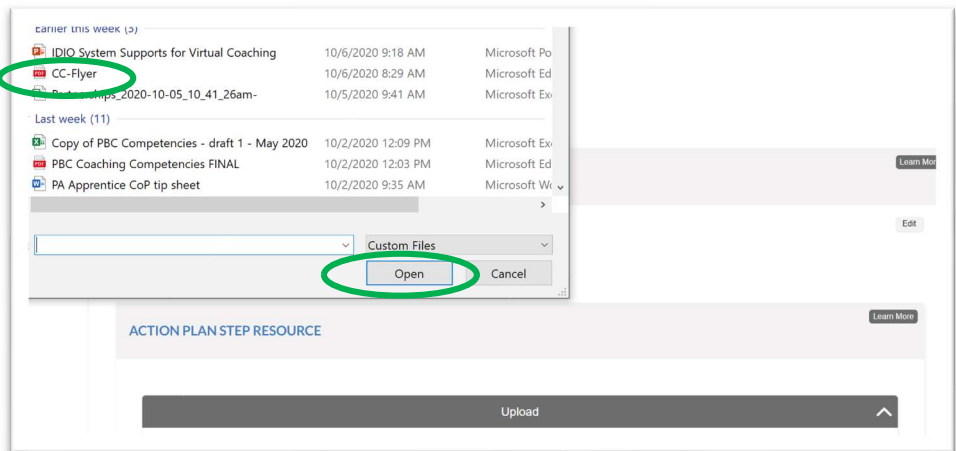
Choose File | No file chosen Cancel

Add A Text Block ▼

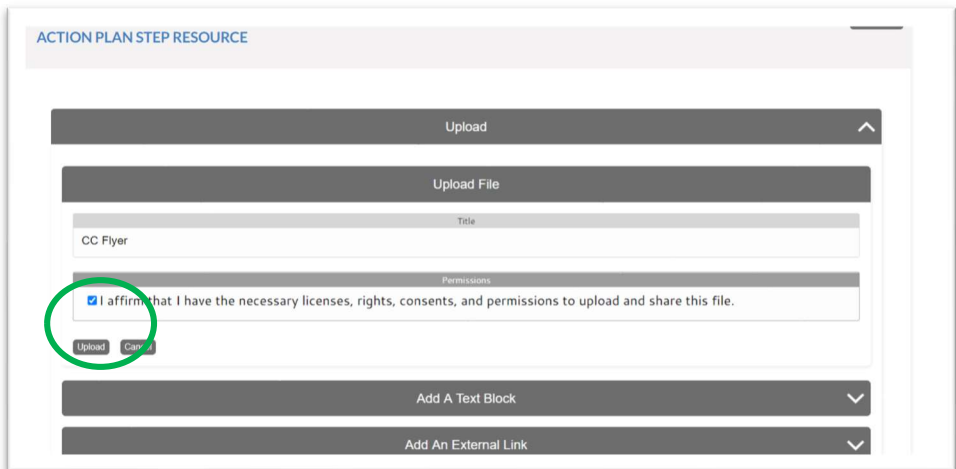
Add An External Link ▼

Select From The Resource Library

3. Select the item that you want to upload and click **Open**.

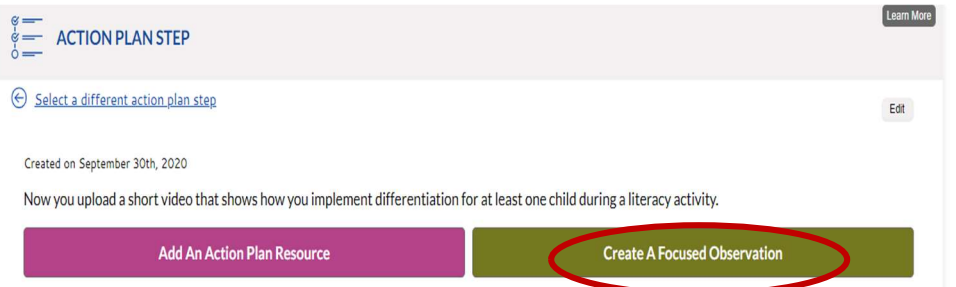


4. Affirm that you have the rights and permission to upload the file by clicking the small affirmation box and click **Upload**.



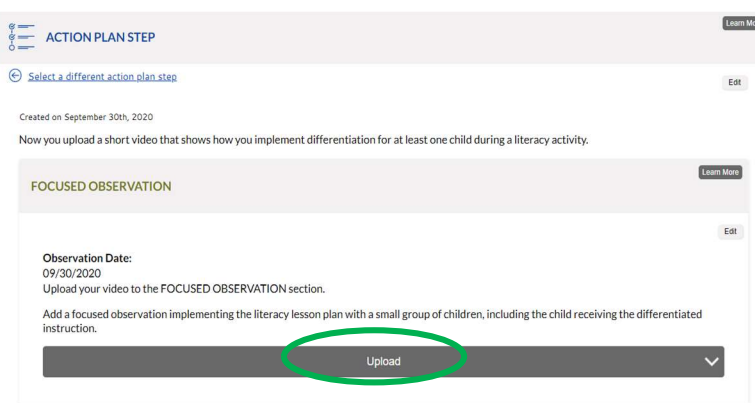
#### Action Plan Step #4

1. Create your fourth Action Plan Step: *Now you upload a short video that shows how you implement differentiation for at least one child during a literacy activity.*
2. This time, choose **Create a focused observation**.



#### Focused Observation

1. Enter any notes that you might have for the Apprentice to upload their video around or let the Apprentice complete the date and notes for the Focused Observation.
2. Have the Apprentice Upload their video here.



## Reflection and Feedback

The Coach will provide feedback to the Apprentice on the focused observation by tagging the video and noting 3-4 strengths about the differentiated instruction and offer feedback for next step in continuous quality improvement.

The screenshot shows the 'ACTION PLAN STEP' interface. At the top, it says 'Created on September 30th, 2020' and 'Now you upload a short video that shows how you implement differentiation for at least one child during a literacy activity.' Below this is the 'FOCUSED OBSERVATION' section, which includes an 'Observation Date' of 09/30/2020 and a video of a teacher reading to a group of children. Below the video is a list of Coach PA comments, each with a timestamp and options to 'Reply', 'Edit', or 'Delete'. The comments are:

- Amirido is counting the babies in the book. (9:32:23 AM)
- You helped the child finish between 8 and 10. (9:32:24 AM)
- You respond to the child giving you his ideas of where his mother kisses him. (9:32:24 AM)
- You point to the different parts of your head to reinforce your question. (9:32:49 AM)
- You give each child a chance to answer your question by talking to them directly. (9:33:07 AM)
- You did a nice job reading this book to the children and involving each of them in the discussion of what was happening in the book. If children didn't respond, you rephrased the question or gave some examples of how they could answer. You were patient and didn't rush children to answer the questions. (9:34:07 AM)

Once the goal is complete, click the **Shared Goal Complete?** Button at the bottom of the goal page. Enter your level of completion – beginning, progressing or mastery – and notes regarding the completion of the goal and next steps.

This screenshot shows the 'Add Action Plan Steps' button at the top. Below it is a button labeled 'Shared Goal completed?' which is circled in red.

This screenshot shows a dialog box titled 'Shared Goal successfully completed!'. It has a 'Competency Status' dropdown menu set to 'Mastered'. Below the dropdown is a text area labeled 'Enter a summary about the completion of this cycle'. At the bottom of the dialog are 'Save Completed Status' and 'Cancel' buttons. The entire dialog box is circled in red.

