# Designated Agency Reauthorization Site Visit

# During your agency’s reauthorization site visit, there are several stakeholders that the State Review Team will want to meet with to discuss your program. Below is a list of stakeholders that should be included in your site visit schedule:

* All Designated Agency personnel
* Advisory Council members
* Current alternative teacher candidates (6-8 candidates, \*more for larger programs)
	+ Different sections by endorsement area (Elem, ECE, Sped, K-12, Secondary, Mentor, Principal)
* Recent completers (6-8 candidates, \*more for larger programs) (Candidates should have completed the program within 0-3 years)
	+ Different sections by endorsement area (Elem, ECE, Sped, K-12, Secondary, Mentor, Principal)
* Current/former mentor teachers
* Participating district leadership
* Building level leadership
* Executive Directors
* Course content instructors/faculty
* Instructional coaches/candidate supervisors
* Course observation
* Data presentation (if not included in the context setting meeting)
* Admissions/advising/onboarding

During our visit, please plan for opportunities to meet with the various stakeholders while also allowing time for the State Review Team to calibrate and share information that they are learning about your program. Below is a sample schedule for your reference. Please work with the Educator Development Specialist at CDE, Jennifer Kral, kral\_j@cde.state.co.us, to confirm the appropriate site visit schedule.

# Sample Schedule

**Day 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Event** | **Location** | **Designated Agency Personnel** | **State Review Team Members** |
| 8:00-9:30 | Welcome and time with leadership of DA |  | n/a | All |
| 9:30-10:20 | Meeting with Advisory Council |  |  | All |
| 10:30-11:30 | Data Presentation |  |  | All |
| 11:30-12:45 | State Review Team Working lunch |  | n/a | All |
| 12:45-3:30 | School visits (please plan for appropriate travel time)* Meeting with principal(s)
* Meeting with alt. teacher and mentor teacher (as available)
 |  |  | 2 groups of state team at different sites |
| 3:30-4:30 | Mentor teachers (if not done during school visits) |  |  | ½ of state team |
| 3:30-4:30 | Follow up end of day questions with program leadership |  |  | ½ of state team |

**Day 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Event** | **Location** | **Designated Agency Personnel** | **State Review Team Members** |
|  8:30-9:00 | Meet with Executive Director |  | n/a | All |
|  9:00-11:00 | School visits or time with candidates |  |  | ½ of state team |
|  9:00-11:00 | Former alternative candidates |  |  | ½ of state team |
| 11:00-11:45 | Site visit or panel with district leaders |  |  | All |
| 12:00-12:30 | Debrief |  | n/a | All |
| 1:00-2:00 | State team time |  |  | All |

**School Visit Detail:**

**Team #1**:

1st stop- Nordgaard Elementary 891 N. Walnut St. *Drive time 8-15 minutes*

**1:20-1:25** CDE to arrive at school and check in with (name)

**1:30:** CDE team to meet with candidate (name, position)

**1:45:** CDE team meet with mentor (name)

**1:45**: CDE team to meet with candidate (name, position)

**2:15-2:45**: CDE team to meet with Principal (name)

2nd stop- Mountain School 2550 Dorset Dr. *Drive time 10-12 minutes*

**3:00-3:05** CDE to arrive at school and check in with (name)

**3:05-3:45** CDE team to meet with candidate (name, position)

**Team #2**

1st stop- Mountain School 2550 Dorset Dr. *Drive time 4-8 minutes from PPBOCES*

**1:05-1:10:** CDE team to arrive at school and check in with (name)

**1:10:** CDE team to meet with candidate (name, position)

**1:45:** CDE team meet with mentor (name)

**1:45**: CDE team to meet with candidate (name, position)

**2:15-2:45**: CDE team to meet with Principal (name)