

PSEA CLC Facilitator Handbook

Thank you for facilitating a Classified Learning Cooperative course! You play a vital role in ensuring high quality professional learning for PUSD classified staff and in maintaining the integrity and success of the CLC Program. Your responsibilities as facilitator are listed below.

Before the CLC Starts (Once your CLC is approved):

1. Confirm that your location, dates and times have been scheduled and provide information to PLAB Representative.
2. PLAB Representative will enter course into the Poway Professional Learning website <https://ppl.powayusd.com/> Once entered, log in and confirm information is correct.
3. Contact PLAB Representative for requested course supplies more than 1 week prior to start of class.
4. Read the [Poway Professional Learning Facilitator Instructions](#) below regarding taking attendance (roster and sign-in sheets area available here) and emailing participants.
5. You are encouraged to invite any contracted classified staff member to participate. (Substitutes are welcome to audit but will not be compensated).
6. It is helpful to send reminder and/or welcome emails a day or more before your class starts. You may use your PUSD email address or the 'email participant' feature within Professional Learning.

Starting your CLC:

1. Print out sign in sheets from Professional Learning for each session and have participants sign. Keep sign-in sheets until course has funded at completion.
2. Explain course expectations and requirements to participants:
 - a. Review CLC materials needed during course. Provide participants with checklist of materials outlining the requirements that will be part of their portfolios at the close of the CLC. (As facilitator, you will be turning in a hard copy of one completed portfolio from a participant (other than yourself) to your PLAB Rep at the close of the CLC. It may be copied or originals).
 - b. Review attendance requirements. If a participant contacts facilitator about missing a session prior to that session time and date, the facilitator may require a "make up" plan. The "make up" plan will be coordinated between the facilitator and participant at a time that is reasonable for both and must be completed prior to the end date of the CLC. If more than one class is missed, CLC points and compensation cannot be awarded. If necessary, contact your PLAB representative for further guidance.
3. Access Poway Professional Learning to record attendance electronically.
4. Maintain accurate records of all meetings including sign in sheets, agendas, meeting notes, homework, portfolios, journals, etc.

After CLC ends:

1. Make sure all participants submit a completed CLC Participant Survey within 1 week of the last session.
2. Collect required portfolio participant materials as specified in the CLC checklist.
3. Check attendance records and each portfolio to ensure all requirements have been met.
4. Complete Facilitator Summary.
5. Submit the following to your PLAB Rep within two weeks:
 - a. Sample participant portfolio (other than your own)
 - b. Facilitator and/or Co-facilitator Summary
 - c. Signed, original Facilitator Timesheet (if applicable)

We appreciate your willingness to take on this commitment. Thanks again!

Your PUSD/PSEA Professional Learning Advisory Board