



# Framework – Professional Development

The ADE 21<sup>st</sup> CCLC unit is dedicated to providing Professional Development (PD) opportunities to support the growth and development of successful 21<sup>st</sup> CCLC programs throughout the duration of their grant award.

## Definition

PD opportunities are collaborative in nature and provide hands-on learning with colleagues. Annual PD is a compliance requirement to ensure continued learning and knowledge gained about out-of-school time (OST) is ongoing. Required annual PD is listed later in this document.

## Technical Assistance, Training, and Professional Development

Relationships between ADE 21<sup>st</sup> CCLC Education Program Specialists (Specialists) and their assigned partner sites and leaders are critical to program success. Specialists have background and training in OST programming, federal grants management, and monitoring and compliance for 21<sup>st</sup> CCLC awards. Each Specialist develops an understanding of their assigned program sites and offers tailored technical assistance and training throughout the 5-year cycle of the award.

## Examples of Technical Assistance and Training Provided

Desktop Monitoring	Family Engagement
Compliance Visits/ Site Visits	Monitoring and Evaluation
Resource Sharing	Annual Reports
Communicating ‘Best Practices’	Grants Management Revisions
AZ 21 <sup>st</sup> CCLC website ( <a href="http://www.azed.gov/21stcclc">http://www.azed.gov/21stcclc</a> )	Fiscal Management
Monthly Calls/Open House	Grant Writing Basics
	Summer Learning

**For more information visit 21<sup>st</sup> CCLC Professional Development website at <https://www.azed.gov/21stcclc/trainings-professional-development>**



## What are the Best Practices Happening in Arizona's 21<sup>st</sup> CCLC K-12 Sites?

	21st CCLC Startup Toolkit	Grant Leaders Orientation (GLO)	Annual Symposium	Network Meetings	Trainings	Year End Closeout Packet
Year	Year 1 (new to grant)	Year 1 (new to grant)	Year 1-5	Year 1-5	Year 1-5	Year 1-5
Description	Introduces new grantees to tools and resources in year 1 of the grant cycle.	Introduces new grantees to expectations, regulations, and fiscal compliance.	Shares best practices for new and continuing grant leadership.	Sites to Site meetings to share successful OST time programs.	Teaches components of reporting for federal and state regulations.	Guide for closing out each grant year in compliance (including Year 5 - end of grant)
Audience	Specialist may review the startup Toolkit with *Principal (Required) *Site Coordinator *District Leaders	*Principal (Required) *Site Coordinator (Required) *New leaders in any year of the grant (Required) *District Leaders	*Principal (Required) *Site Coordinator (Required) *District Leaders *Partners	*Principal *Site Coordinator *Afterschool Instructors *Partners *District Leaders	*Principal *Site Coordinator *LEA finance support overseeing the grant budget *District Leaders	Emailed to grant leaders March 1 <sup>st</sup>

	2021 Title IV-A & B Symposium 'Expanding Horizons' <a href="https://www.azed.gov/titleiv-a/welcome-2021-title-iv-b-expanding-horizons-symposium">https://www.azed.gov/titleiv-a/welcome-2021-title-iv-b-expanding-horizons-symposium</a>	You for Youth (Y4Y) Online Professional Development provided by the U.S. Department of Education: <a href="https://y4y.ed.gov/">https://y4y.ed.gov/</a>	State and National trainings related to Out of School Time: <a href="https://www.azed.gov/21stcclc/trainings-professional-development/">https://www.azed.gov/21stcclc/trainings-professional-development/</a>
Year	Year 1-5	Year 1-5	Year 1-5
Description	Statewide Professional development opportunity specific OST + Exhibitor's hall	Online Professional Development for all levels of 21 <sup>st</sup> CCLC Staff	Professional learning opportunities that relates to 21 <sup>st</sup> CCLC components: academic, youth development, and family engagement
Audience	*Principal *Site Coordinator *Afterschool Instructors *Partners *District Leaders	*Principal *Site Coordinator *Afterschool Instructors *Partners *District Leaders *State Employees	*Principal *Site Coordinator *Afterschool Instructors *Partners *District Leaders



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