

DISTRICT CHECKLIST

Before Cohort begins:

- Complete all required onboarding paperwork including signing the Great Minds® Louisiana Department of Education (LDOE) Content Leader Training Agreement.
- Issue a purchase order for the training.
- Provide guidance to principals to ensure support for Content Leader candidates.

During and After Cohort:

- Communicate with *PhD Science* team members based on program requirements and individual needs.
- Monitor the status of your candidate's assessment completion via BloomBoard.

SUPERVISOR CHECKLIST

Before Cohort begins:

- Complete all required onboarding paperwork including signing the Great Minds LDOE Content Leader Training Agreement.
- Permit Content Leaders to attend in-person or virtual training based on the course schedule, and obtain substitute coverage as needed.

During and After Cohort:

- Communicate with *PhD Science* team members based on program requirements and individual needs.
- Support completion of the training process and assessments by allowing the following:
 - Recording assessment components
 - Sharing student work samples and data
 - Providing opportunities for Content Leaders to redeliver professional learning to professional learning communities
- Ensure Content Leaders have adequate built-in planning time and support to meet assessment and coursework completion needs.

PARTICIPANT CHECKLIST

Before Cohort begins:

Complete all required onboarding paperwork including:

- Sign the Great Minds LDOE Content Leader Training Agreement and Great Minds Participant Release.
- Attend informational webinar and orientation.
- Obtain substitute coverage based on the course schedule. In the event that a substitute is not available, session leaders will assign makeup work to the participant.

During and After Cohort Training Sessions:

- Attend and participate in at least 90 percent of training sessions.
- Communicate with *PhD Science* team members based on program requirements and individual needs.
- If you are unable to attend a session,
 - Submit makeup assignments, and
 - Schedule 1:1 meetings
- Complete all assessment requirements including the following:
 - Recording assessment components
 - Collecting student work samples and data
 - Leading professional learning communities
 - Complete all coursework for trainings as assigned
- Attend 1:1 meetings and office hours.

PhD SCIENCE®

LDOE SCIENCE CONTENT LEADER

District, Supervisor, and Participant Checklist

