

Peer Support Specialist Team Guide

Cohort Responsibilities

Year 1

- o Attend bi-weekly collaborative meetings led by Teacher Support Specialist (approximately 2 hours per month –July-May).
- o Read additional materials to deepen content knowledge (approximately 5 hours total)
- o Pilot trauma-sensitive strategies within classroom/school-based role
- o Assist in developing and facilitating skill-building trainings for school staff
- o Provide educator/support staff voice in the creation of a school-wide action plan
- o Will receive a \$1,000 stipend to be distributed quarterly

Year 2 & Beyond

- o Assist in implementation of school-wide action plan
- o Continue monthly collaborative meetings
- o Provide ongoing professional development, consultation and advocacy as needed
- o Optional: Participate in quarterly Safe Schools NOLA Learning Collaborative Meetings

Sample Scope & Sequence for Peer Support Specialists Team

Team Activities	Standing Meeting Agenda	Documentation	Common Considerations/ Modifications
<ol style="list-style-type: none"> 1. Participate in biweekly PSS mtgs (1hr) 2. Pilot Trauma Informed Teaching Practices in their daily work 3. Help complete school-wide assessment tools 4. Co-facilitate Skill-Building PDs 5. Participate in action planning process & set implementation goals for next year 6. Meet with other PSS Teams @ other Schools 	<ul style="list-style-type: none"> ● Check-in ● Discuss Business Items ● Introduce/Debrief TI Practice or Resource ● Next Steps ● Closing 	<p>Shared Google Drive Folder</p> <ul style="list-style-type: none"> ● Meeting Minutes ● Assessment Tools ● Resources 	<ul style="list-style-type: none"> ● Quarterly 1:1 mtgs with PSS for individual TI goals and PSS Goals ● Follow-up about pilot projects and trainings as needed

July-September

- Biweekly Meeting Priorities
 - Community Agreements and Team Building
 - Identifying individual/collective priorities
 - Aligning Team Interests with School Priorities
 - Prep and Debrief Skill Building PDs and School-wide Assessments
- Needs Assessment/Action Planning Priorities
 - School-wide Assessment: Trauma-Sensitive Schools Checklist

October- December

- Biweekly Meeting Priorities
 - Prep and Debrief Skill Building PDs and School-wide Assessments
 - Select and Complete Shared Learning about Trauma Informed Practices
 - Safe and Supportive Classroom Stipends
 - Professional Development
 - Skill PD #2: Preventing Escalation and Promoting Self-Regulation
- Needs Assessment/Action Planning Priorities
 - School-wide Assessment: Walk-Through Observations

January-March

- Biweekly Meeting Priorities
 - Prep and Debrief Skill Building PDs and School-wide Assessments
 - Select and Complete Shared Learning about Trauma Informed Practices
 - Professional Development
 - Skill PD #3: Strengthening Relationships
- Needs Assessment/Action Planning Priorities
 - Assist with Coordination/Facilitation of Focus Groups
 - Preparing for Action Planning Process

April-June

- Biweekly Meeting Priorities
 - Prep and Debrief Skill Building PDs
 - Summarize & Evaluate Data Collected from School-wide Assessments
 - Select and Complete Shared Learning about Trauma Informed Practices
- Needs Assessment/Action Planning Priorities
 - Participate in Action Planning Process

Ideas for Team Building/Self-Reflection/Goal Setting

- Team Building
 - Setting Group Agreements - What do you **need** to do this work? What do you need from other people?
 - Question of the Week (QOTW)
 - Values Card Sort - <https://app.box.com/file/304421449678>
 - Communication exercise-
<https://www.dropbox.com/s/kr1jsw6zq0xndvz/HEAL%27s%20Communication%20Spectrum%20Exercise.docx?dl=0>

- Self & School Assessment Tools
 - Trauma-Informed Educator Self-Assessment
 - SWOT - asset mapping

- Shared Learning Reading Club
 - Review and Discuss Pre-work Resources to Foundational PD
 - <http://www.theatlantic.com/magazine/archive/2016/06/how-kids-really-succeed/480744/>
 - <https://projects.nola.com/the-children-of-central-city/documentary/>
 - Susan Cole's [Helping Traumatized Children Learn](#) Guides

- Personal and/or Collective Goal Setting
 - Review staff feedback and activity responses from PDs (ie Start Stop Continue Change and hopes and fears)
 - 3 rounds of teacher and leader goals and self care plans

- Guest Visits & Field Trips (for visioning, relationship building, collaborative decision making, planning support)
 - School leaders (culture team, principals, AP's- coaching)
 - Share (Observe/ showcase) best practices at other schools)
 - Meetup w/ other PSS teams or other Community Leaders/Experts