



JELL Session 1

September 17, 2020

Getting Ready!

A Checklist for Administrators

I am excited to present Session One of this year's JELL training. We have blocked out a full day of PD for you and your team, and we promise to make every minute matter! Just like last year, the day will be broken into multiple parts. Throughout the day, your team will be LIVE with me on Zoom learning about how we can take our Power Standards to the next level by breaking them down skill by skill. From there, we will discover a process that helps connect each of those pieces, creating a roadmap for learning.

There will also be times where your team will work through some of the activities that I introduce throughout the day. Don't worry... I will introduce each activity and provide explicit instructions before letting you go to work as a school team. Information about each activity will be available in the 2020-2021 Elementary JELL Canvas Course by early next week.

After a lunch break, the rest of the afternoon will be structured for your team to work together to create a plan of action as you move forward rolling this out to the rest of your team and then on to your entire faculty. We know schools are busier than ever this year, so we encourage you to create a plan that is ambitious, but also just right for your school. Remember... When life gets crazy, it's easy to want to slow down, but we are committed to working together to help each school find balance by continuing to move forward with this work.

Again, I'm so excited to work with you again. I've created a quick checklist to help you get ready to make this a great day of professional learning for your team.

Todd Theobald
todd@insighteducationalsolutions.com

- Administrator Checklist -

Do this ASAP:

Select your team

Because all schools will be participating, please keep participation on the 17th to a minimum. (Recommended attendees: Principal, Coach, Upper Grade Teacher, Lower Grade teacher, and one other determined by school.)

Send Shelley Nordick a list of the members of your leadership team

Arrange for substitutes

T&L will cover the cost of *three* substitutes.

Identify a location for the September 17th Virtual Meeting

Please find a location in your building where your team can socially distance, while still creating an environment where your team can collaborate and work together. You will need a projector and sound system for the Live portions of the day.

Register for the 2020-2021 Elementary JELL course in Canvas

Each participant will need to register for the JELL course in Canvas.

Please forward the following URL to each of your team members.

<https://jordanpd.instructure.com/enroll/DRNC6Y>

The beginning of next week:

Make sure all of your team members have enrolled in the JELL course in Canvas

The Canvas course is the “Hub” for our work this year. Your team will use the information and materials to teach the rest of your faculty the things that we are learning together.

Check the Canvas Course for updates and announcements

As we get closer to the day of PD, I will be providing updates and materials in the Canvas course. It's a good idea to check back a day or two before to make sure that you have everything you need to make it a successful professional learning experience for your team.

Make Copies of the Teacher Handouts (Optional)

While all of the handouts and materials will be made available to your team digitally, most teachers prefer to work and take notes on a hardcopy.

Check Your Schedule

The LIVE session starts promptly at 8:30. The Zoom link can be found in the Canvas Course. Please remind your team that they need to be in their seats and ready to begin on time.