

Early Warning System Coordinator Professional Learning Plan

This document provides a template for Early Warning System (EWS) Coordinators to outline a plan to support the professional learning necessary to be successful in their role.

Professional Learning Plan

Name:

Date:

Table 1. Space to document learning plan

Qualifications, Skills, and Responsibilities	If no additional learning is needed, describe how the knowledge, skills, and abilities have been determined:	Professional Learning Activities and Timeline	Individual(s) Assigned to Support the Learning
Knowledge of school engagement and dropout prevention research		Read research and resources about EWIMS and Dropout Prevention (by: _____) <ul style="list-style-type: none"> • Dropout Prevention (Goss & Andren, 2014) • Pathways to Adult Success • Everyone Graduates Center • Grad Nation • Getting students on track for graduation: Impacts of the Early Warning Intervention and Monitoring System after one year 	

Qualifications, Skills, and Responsibilities	If no additional learning is needed, describe how the knowledge, skills, and abilities have been determined:	Professional Learning Activities and Timeline	Individual(s) Assigned to Support the Learning
Understands the intent of collecting universal screening data for on-going analysis and use		Review frequently asked questions about universal screening (by:_____)	
Knowledge of the 7-step Early Warning Intervention and Monitoring System process		Complete the EWIMS course series in EduPaths (by:_____) Review companion resources on the MDE EWIMS page (by:_____)	
Knowledge of how attendance, behavior, and course performance data are stored in a district's student information system, and how to extract that information in reports.		Work with district technology staff and individuals managing the student information system. (by: _____) Participate in professional learning sessions offered by student information system vendors. (by: _____)	
Knowledge of Excel and Google Spreadsheet formulas, data manipulation, PivotTables		Watch the Basic Spreadsheets video series and engage in practice (by:_____)	
Effective organization skills, especially as it relates to organizing spreadsheets and managing sharing permissions/staff access		Watch the Basic Spreadsheets video series and engage in practice (by:_____)	

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Successful completion of the EWS Coordinator certification training		Access training materials on the MiMTSS TA Center website and register for an upcoming training session (by: _____) <ul style="list-style-type: none"> • 25 minutes to complete the EWIMS Overview course in EduPaths • 2.5 hours of independent pre-learning • 2-hour live session on Zoom • 1.5 hours of independent post-training work, including an online formative assessment 	
Work with “district designee” identified for making critical assessment decisions (listed in the district MTSS Assessment System) to ensure EWS communication with all staff and parents has occurred or is scheduled to occur within the first 20 days of each school year		Schedule time with someone in the district to learn about district communication protocols, including the district’s barrier removal process, and process for communicating with parents about assessment (by: _____) Read the Student Assessment Communication Example from the MiMTSS TA Center (by: _____) Consider how to use the EWIMS Reading Packet and EWIMS Reading Packet Walkthrough and Talking Points to communicate with staff. (by: _____)	
Ability to manage adaptive situations (e.g., data reveal inconsistencies in attendance and grading practices)		Review Module 2, Topic 3: Leadership on the AI Hub from NIRN: (by: _____)	

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<p>Work with the District Implementation Team and School Leadership Teams to document the data collection decisions, timelines, and responsibilities in the district's MTSS Assessment System ("Reading/Engagement Assessments" tab, EWI Roles, Collection, and Analysis Decisions)</p>		<p>Schedule time with someone in the district to learn about the MTSS Assessment System, with particular focus on the EWI Roles, Collection, and Analysis Decisions section. As decisions are made, document those in the Assessment System (by: _____)</p>	
<p>Ensure system is established for collecting EWI Data:</p> <ul style="list-style-type: none"> • Clean templates or other data tools for extracting and summarizing EWI data • Schedule, procedures and tools for checking and addressing data accuracy prior to teams needing the data for decision-making 		<p>Review EWS manuals and spreadsheet templates for PowerSchool, Skyward, and Infinite Campus</p> <p>Review the EWI Data Accuracy Checklist and practice using it (by: _____)</p> <p>Practice navigating through the EWI data entry fields in the MiMTSS data system (by: _____)</p> <p>Document decisions about schedules and timelines for preparing and checking data in the MTSS Assessment System (by: _____)</p>	
<p>Assist teams in generating the reports needed for school-wide data analysis and grade-level data analysis</p>		<p>Practice navigating the MiMTSS Data System school dashboard. (by: _____)</p>	

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Develop the School Leadership Team’s knowledge in how to analyze and use EWI data for on-going problem solving		Share the Using Early Warning Indicator Data for Action Planning video (by: _____) Complete the EWIMS courses 3, 4 and 5 in Edupaths (by: _____)	

URLs Used in Document

[Pathways to Adult Success](#)

(<http://www.pathwaystoadultsuccess.org/>)

[Everyone Graduates Center](#)

(<http://www.every1graduates.org/>)

[Grad Nation](#)

(<https://gradnation.americaspromise.org/>)

[Getting students on track for graduation: Impacts of the Early Warning Intervention and Monitoring System after one year](#)

(<https://ies.ed.gov/ncee/edlabs/projects/project.asp?projectID=388>)

[universal screening](#)

(<https://ies.ed.gov/ncee/edlabs/projects/project.asp?projectID=388>)

[EWIMS course series in EduPaths](#)

(<https://www.smore.com/sn6h4-mde-presents-ewims>)

[MDE EWIMS page](#)

(https://www.michigan.gov/mde/0,4615,7-140-81376_83587---,00.html)

[Basic Spreadsheets video series](#)

(<https://www.youtube.com/playlist?list=PLagiviFhnZbB9uZOYcDpfMIEMAI-CCf8>)

[training materials](#)

(<https://mimtsstac.org/training-materials/integrated-mtss/ews-coordinator-training>)

[register](#)

(<https://mimtsstac.org/events>)

[Module 2, Topic 3: Leadership](#)

(<https://nirn.fpg.unc.edu/module-2/leadership-drivers>)

[Using Early Warning Indicator Data for Action Planning](#)

(<https://www.youtube.com/watch?v=0bJAxD1WWs>)

[EWIMS courses 3, 4 and 5](#)

(<https://www.smores.com/sn6h4-mde-presents-ewims>)

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