



C.2.3 Use of Model Work Standards

Required for 5 Stars. Optional for 3 and 4 Stars

For 1 point.

Program offers evidence of using Model Work Standards for administration of business including hiring, staffing and business planning.

A high quality adult working environment is crucial to sustaining quality improvements over time. The Model Work Standards (MWS) are viewed as standards that promote goal-setting, and as such can be used as a framework for establishing an action plan. Other tools, however, could also be used to achieved desired results (examples of tools include: *Question-Based Planning*, *A Great Place to Work*, *Program Administration Scale* and *Blueprint for Action*).

Programs may choose to use an outside facilitator to help with this process. However, if the Director or a Lead Teacher facilitates, there must be a commitment to a process of shared decision-making among all involved. Training in this area is available and a template for a meeting process is available.

Programs that are in the first year of implementing Model Work Standards need to demonstrate that:

- the program has conducted an annual strategic planning process to improve quality in the program and develop a strategic plan. The strategic plan addresses improvements in the adult work environment.
- all staff were involved in identifying needs for improving working conditions and the work environment. The needs identified by staff are included in the strategic planning process.
- all staff were involved in the prioritizing the needs for improving working conditions and the work environment.
- all staff were involved in setting at least one goal for improvements in working conditions and the work environment.
- all staff were involved in the creation of action plans for improvements in working conditions and the work environment and are involved in the improvement process.

The action plan must include:

- clearly stated goal(s),
- names of persons who will be engaged in helping to achieve the goal to achieve the goal (to include members of the staff),
- specific steps are needed to achieve the goal,
- the timeline for achieving the goal, and
- a plan to evaluate.

Plans may address improvements in a wide variety of areas, including; needs of staff in terms of the physical environment; interaction and collaboration among staff; relationships and communication needs; opportunities for professional growth, leadership & shared decision-making; challenges posed by scheduling and daily routines; improved working conditions, etc.

NOTE: All staff members do not need to be involved in the actual writing of the plan but must be able to review and change it if desired. To earn this point in a program's first year of implementing this practice, a meeting must have occurred and at least one goal identified with an action plan.

GENERAL INFORMATION

Group Center Name: _____

Implementation of the Model Work Standards First Year: _____

Director has a copy and has read the *Model Work Standards, Question-Based Planning, A Great Place to Work, Program Administration Scale, or Blue print for Action* Date Read: _____

Facilitation of the strategic planning meeting (1- 2 hours minimally)

Name of Facilitator: _____ Date: _____

Did 75% of the staff attend? YES NO Total # of Staff _____ Number of staff attending _____

Documentation provided:

_____ Agenda from Strategic Planning Meeting (Sample in Section 1)

_____ Attendance Sheet from Strategic Planning Meeting

_____ Copies of completed surveys from all staff (Sample in Section 2)

_____ Goal Sheet (at least one goal for the first year implementation) (Sample in Section 3)

SECTION 1 – SAMPLE AGENDA

STRATEGIC PLANNING MEETING AROUND MODEL WORK STANDARDS

Date _____ Time _____

Facilitator: _____

1. Review of staff's completed surveys from the Model Work Standards.
2. Review of compiled list of possible goals from the surveys.
3. Establish voting system for selection of goals for staff to work on
 - a. Describe how the staff were part of the participatory process that was used from one of the following
 - i. All staff were involved in identifying needs
 - ii. All staff were involved in prioritizing identified needs
 - iii. All staff were involved in developing goals based on their priorities
4. Creating of a written action plan, contributed by all staff, for the year that specified the goals the program will work on to improve the work environment and/or working conditions with steps for meeting goals and the timeline for completion and review.

Programs should have a staff sign in sheet that indicates attendance at the strategic planning meeting

Program should have a staff sign in sheet that indicates attendance at the strategic planning meeting around Model Work Standards.

SECTION 2

This is a sample of a staff-completed survey. Each staff person must complete a survey.

(sample)

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Copies of completed surveys from each staff person.

Model Work Standards For Teaching Staff in Center-Based Child Care			ESSENTIAL
CONSISTENTLY MET	PARTIALLY MET OR UNMET/HIGH PRIORITY	PARTIALLY MET OR UNMET/LOW PRIORITY	
	✓		13.1 There is adequate classroom space that is designed with the developmental needs of children in mind. Staff have input into room arrangements and are provided resources, training and support to improve classroom space. ✓
	✓		13.2 Classrooms have comfortable places for adults to sit and be with children. ✓
		✓	13.3 Staff are encouraged to add artifacts, photographs and other objects that reflect their lives as well as the lives of the children.
	✓		13.4 A staff room or designated area is available which allows for staff interaction, and a relatively quiet place for reflection and breaks.
		✓	13.5 Staff have a safe place to put personal belongings and a work area for preparation and planning. ✓
	✓		13.6 The staff room or designated area is fully equipped with supplies needed for adult work, comfortable adult furnishings, and access to technology, e.g. computers, fax and e-mail, if available within the program.
	✓		13.7 There is a professional library where staff can obtain books, journals and brochures, and view or check out videotapes, dealing with early childhood education.
	✓		13.8 The physical setting is evaluated periodically for the health and safety needs of employees; improvements are planned in response to staff needs. ✓
			13.9 There is time within the classroom schedule to set up the classroom and to clean up after the day's activities.
✓			13.10 Overall maintenance of the facility is the responsibility of persons other than teaching staff.
Number of standards that are consistently met: <u>1</u> out of 10.			

NOTES ON PHYSICAL SETTING:

*13.2 → Action Plan document
5 classrooms put as partially met/unmet and high priority
Need additional goals in future to address items 13.1, 13.5, and 13.8*

In this sample under the Notes on Physical Setting, in order to write an action plan, the Director may find it helpful to compile all the staff surveys to get the best information to formulate the goals on the action plan. A program can then choose to use the Action Plan to inform the Quality Improvement Plan.

SECTION 3 – ACTION PLAN

ACTION PLAN

Strategic Planning Meeting

Date: 2/11/14

Goals	Steps to Meet Goal	Timeline for Completion	Review/Evaluate Progress
#1. Communication, Team Building and Staff Meetings – Communication between teaching staff, administration, and supervisory staff models respect for the valuable work of child care	<ol style="list-style-type: none"> 1. Director will create compliment box 2. Staff and administration will put in one compliment per week which recognizes another staff person 3. Compliments will be read at each staff meeting by Director 	<p>Compliment box will be created by 3/11/14.</p> <p>Compliments read at each monthly staff meeting by Director.</p>	<p>Evaluate progress at next strategic planning meeting in February 2015. Decide on continuation.</p>
#2. Communication, Team Building & Staff Meetings – Opportunities exist for staff to observe one another and work together to improve teaching practices and expand their repertoire of teaching skills	<ol style="list-style-type: none"> 1. Director will make schedule of paired-up planning time, with the pairs changing every month. 2. Staff will work in pairs during planning time, following the schedule created by the Director 	<p>First schedule will be created by 3/11/14.</p> <p>A new schedule will be created or each month and handed out at the staff meeting for the next month.</p>	<p>February 2015 at next Strategic Planning Meeting, evaluate progress. Decide on continuation.</p>
#3. Physical Setting – Classrooms have comfortable places for adults to sit and be with children	<ol style="list-style-type: none"> 1. Staff will select adult seating from available catalogs. 2. Director will purchase adult seating for classrooms. 	<p>Catalog selection made by staff by 3/11/14.</p> <p>Director will make purchase of chairs by 4/11/14.</p>	<p>Evaluate on 5/11/14 to affirm delivery and the chairs are placed and being used in the classrooms. Director is responsible for documentation.</p>

After the first year, programs must demonstrate evidence of all items mentioned and show evidence that the program has made progress on at least one goal from the action plan of the previous year.