Apex Learning®

Professional Services

2015-2016

Partnering with
Educators to
Meet the Needs
of All Students

Plan for Success   Prepare Stakeholders   Develop Administrator and Teacher Capacity   Evaluate Results
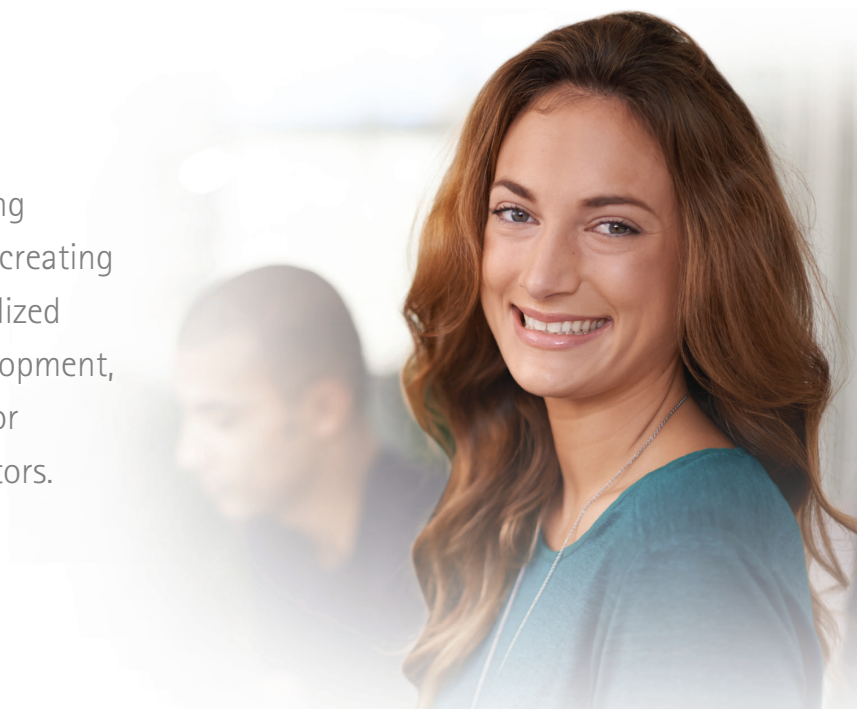
Blended Learning Approach to Professional Services

Our passionate team of experts is at the core of our services. They provide personalized support to meet every teacher and administrator at their level of readiness to build the required knowledge and skills to prepare them for success.

At Apex Learning, our Professional Services follow a blended learning model. Our personalized services engage administrators and educators and deepen understanding through a combination of on-site and on-demand professional development, ongoing coaching and mentoring, and in-product help.

About Our Experts

Highly experienced and qualified Apex Learning education consultants are an integral part of creating collaborative partnerships, delivering personalized consultation and proactive professional development, and providing ongoing one-to-one support for teachers, school staff, and district administrators.

Experienced

Former educators, with an average of 15 years of extensive classroom or administrative experience and 10 years in professional development, provide expertise your district can rely on.

Collaborative

Our education consultants work alongside you through the implementation process and beyond to ensure your program is a success.

Passionate

The success of your teachers and administrators in impacting student results is as important to our education consultants as it is to you. Our education consultants are not finished until your program is thriving.
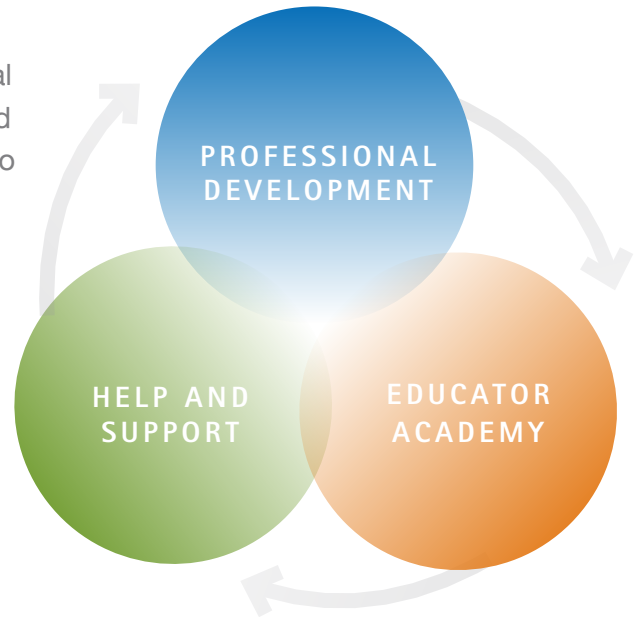
Your Apex Learning education consultant will:

- Deliver personalized professional development tailored to your unique implementation both online and on-site

- Adhere to standards promoted by Learning Forward* as the foundation for designing professional development plans

- Provide continuous one-to-one support for teachers, school staff, and district administrators

- Proactively advise and consult with stakeholders to assess program design and effectiveness, and utilize data to drive decision making and improvement recommendations

Professional Development

Our experts work side-by-side with your blended and virtual learning program stakeholders to develop administrator and educator capacities and implement programs customized to your district's needs. Together we will:

- ❯ Define program goals and priorities
- ❯ Choose the right services based on the experience level of participating staff
- ❯ Benefit from ongoing coaching and mentoring, one-to-one support, and proactive consultation
- ❯ Tailor sessions to the program type
- ❯ Monitor program effectiveness and recommend changes

The Apex Learning Professional Development Model

Our blended learning approach to professional development includes a workshop format that promotes many active learning activities throughout the engagement.

These on-site sessions produce meaningful discussions and enable our education consultants to reinforce important concepts and best practices. This results in a deeper level of learning and understanding, allowing participants to successfully apply this important knowledge to their teaching.

Digital Learning Expertise

Apex Learning is a member of Learning Forward and uses the standards promoted by Learning Forward as its foundation for designing professional development programs.

Additionally, each professional development session aligns to and instructs educators in the iNACOL National Standards for Quality Online Teaching.

Year 1 Professional Development includes:

- ❯ Program Planning
- ❯ Implementation Strategy
- ❯ Functionality and Best Practices
- ❯ Coaching and Mentoring
- ❯ Mid-Program Review

Year 2 and Ongoing Professional Development includes all of Year 1, and:

- ❯ Functionality Year 2 and Beyond
- ❯ Effective Program Management
- ❯ Program Evaluation

Educator Academy

The Apex Learning Educator Academy makes it easy to manage and deliver digital curriculum programs in your classroom, school, and district. This self-service online learning portal enables teachers and administrators to complete on-demand training, earn certificates, access implementation resources, learn about professional services, and connect with other teachers and administrators.
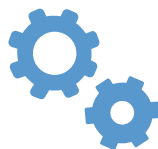
Through Educator Academy, access:

On-demand functionality training

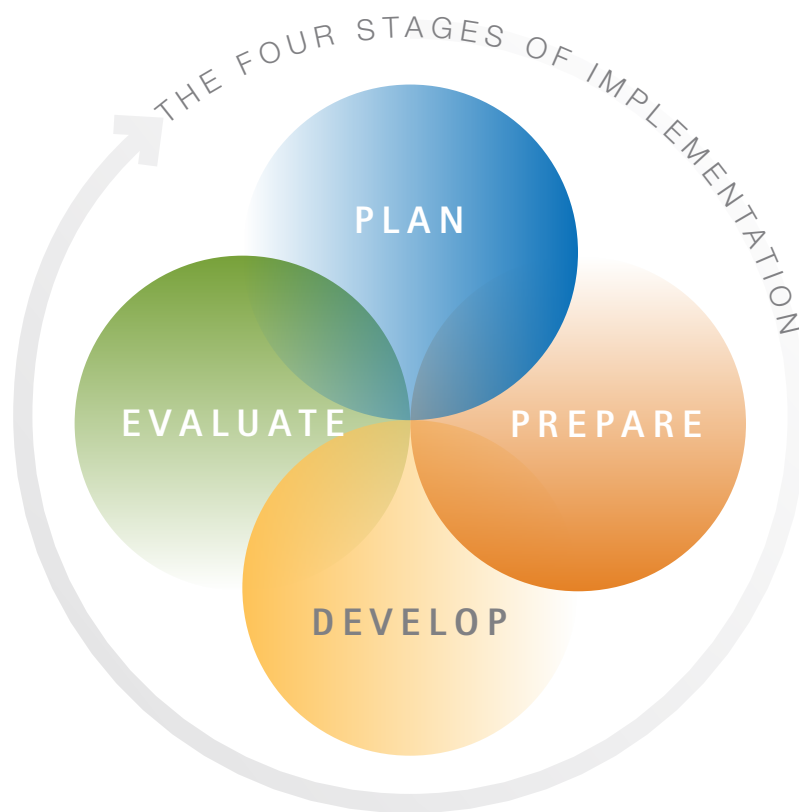Webinars by experts in blended and virtual learning

Implementation resources

Community forums to develop and share new ideas with other educators

Help and Support

We provide access to live phone, chat, and in-product help to assist you in navigating any situation.

➤ **Live phone support:** With an average phone response time of 16 seconds, you'll get the answer you need quickly, Monday through Friday, 7 a.m. to 9 p.m. (CST).

➤ **Online chat:** Connect with our support team over chat to troubleshoot issues or find resources with one click.

➤ **In-product help:** Access a knowledge base and community forum to get the information you need. The topic-specific, comprehensive library of resources is structured to easily search, watch, browse, and print.

PLAN

EVALUATE

PREPARE

DEVELOP

The Four Stages of Implementation

Apex Learning professional services embody the four continuous stages of implementing a successful digital curriculum program.

Plan

Identify program goals and priorities, create program policies and procedures aligned with district goals, build stakeholder buy-in and confidence, and develop a custom implementation plan.

Prepare

Build knowledge and confidence through instruction in the program and functionality, intuitive learning management features such as the Grade Book and reports, and best practices in teaching with a digital curriculum.

Develop

Education consultants individually mentor practitioners in their classrooms and model best practices and strategies for enhancing instruction to develop competencies.

Evaluate

Collaborate with Apex Learning education consultants to assess your program's design, implementation, and effectiveness. Receive specific program recommendations based on findings and strategize opportunities to further improve program results.

A Path to Building a Successful Digital Learning Program

Thoughtful planning and an engaged learning community are key to launching, evaluating, and sustaining any digital curriculum program.

PLAN

Identify Program(s)
Determine who will use digital curriculum and how it will be used at your school or district

Know Where You Are Going
Develop program vision and goals

Make a Plan
Create a program plan that includes an implementation schedule and required resources

PREPARE

Get Set Up
Create staff and student accounts and classrooms, train staff

Create Policies and Procedures
Prepare program guidelines for staff roles, student participation, and classroom configuration

Gather Resources
Schedule and identify staff, technology, and materials for each program

DEVELOP AND EVALUATE

Launch Program
Conduct orientations to prepare students and set clear expectations

Monitor Students and Staff
Understand how program participants are performing, celebrate strengths, and address weaknesses

Track Program Goals
Evaluate program success by tracking progress toward previously established goals

Professional Development Engagements

Each Apex Learning professional development workshop aligns to one of the four stages of program implementation. Each session's focus is customized to meet the specific needs of the digital curriculum program.

Plan

Implementation Strategy

This planning session occurs prior to any other Apex Learning professional development. The session begins by identifying the overarching goals and priorities of the district. Participants engage in a discussion of the digital curriculum solutions and capabilities of Apex Learning that align to identified district goals. At the conclusion of this working session, a custom implementation plan is created that includes program summaries, an implementation timeline, a customized professional development plan, and evaluation metrics for each program.

Program Planning

Education consultants assist program administrators in making and documenting specific policy and procedural decisions for each program in alignment with district goals. At the conclusion of this working session, a custom Policy and Procedures guide is created that identifies district course offerings, uniform classroom settings, student eligibility requirements, scheduling options, and instructional models.

Prepare

Implementation Orientation

This interactive presentation highlighting the customized implementation plan builds stakeholder buy-in and confidence in the use of digital curriculum through the presentation of the district vision, program goals and objectives, implementation timeline, and partnerships with Apex Learning professional development staff.

Functionality Year 2 and Beyond

This session is designed for educators after the first year of their digital curriculum program's implementation. Topics include a more in-depth look at the digital curriculum, management tools, advanced reporting, and Grade Book functionality. Participants collaborate on best practices for student intervention, classroom management, and motivational strategies.

Functionality Training and Best Practices

First-time users of Apex Learning digital curriculum receive an overview of the curriculum and learn to use the learning management system. In addition, best practices for classroom management, instruction, student motivation, intervention, and communication are explored.

Effective Program Management

District- and building-level personnel responsible for overseeing program implementation learn to use additional features and reports available to site coordinators. Participants discover best practices for monitoring and evaluating program success.

Curriculum Alignment Facilitation

Education consultants work with district curriculum specialists and teachers to facilitate the customization of Apex Learning digital content. The session centers on alignment with state standards and district pacing. Participants learn about the instructional design and activity types for each subject area.

Mentor Orientation

Personnel who mentor students enrolled in virtual programs learn to monitor progress, use communication tools, and proctor assessments. Mentors discuss best practices for communication and strategies for motivating students.

> "I am extremely pleased with the professionalism, flexibility, and willingness of the Apex Learning team working with our team. This has been a true collaborative effort, and I look forward to many more years working with each other. In the end I know our students will be the true beneficiaries of this collaboration."
>
> — Dr. Nick Migliorino
> Director of Secondary Education
> Norman Public Schools, OK

Develop

Teacher Coaching and Mentoring

Education consultants individually mentor practitioners in their classrooms to develop competencies in facilitating learning using digital curriculum. Consultants recommend and model best practices and strategies for teaching in blended and virtual learning environments with Comprehensive Courses or enhancing classroom instruction with Tutorials.

Effective Blended Learning

This session prepares teachers to integrate digital curriculum with traditional methods to personalize instruction and improve student outcomes. Teachers discover strategies to enhance whole-group instruction, differentiate instruction, provide targeted remediation, support English language learners, and flip the classroom.

Effective Teaching with Digital Curriculum

This session develops teacher skills and competencies when using digital curriculum in credit-bearing courses. Best practices for student orientation, classroom management, active learning, positive learning environments, accommodations, student motivation, and instructional interventions are discussed.

Targeted Test Preparation

School personnel learn to use digital curriculum to provide preparation for high-stakes assessments such as end-of-course exams. Participants explore curriculum resources and prescriptive assessments and learn to target instruction to realize the greatest impact on assessment outcomes within available time frames.

Supporting Struggling Readers

Teachers learn how to use digital curriculum to meet the varied needs of struggling readers. Teachers review the current research on literacy and learn how Literacy Advantage courses support struggling readers in the four academic content areas with hands-on exploration of the Literacy Advantage courses in each teacher's specific subject area.

Using Data to Differentiate Instruction

Teachers learn to utilize formative and summative assessment data to inform instructional interventions. Topics include using the diagnostic tools, maximizing the benefits of computer- and teacher-scored tests, and using data and reporting to inform decision-making to meet the needs of individual students.

Evaluate

Administrator Coaching and Mentoring

Education consultants work with school leadership to evaluate progress toward established program goals. A review of detailed student data provides the basis for the discussion to understand what is working well and determine an action plan to support areas for improvement.

Mid-Program/Mid-Year Review

Education consultants bring together teachers and administrators from schools across the district to reinforce district policies and procedures, reflect on program successes, and discuss best practices for classroom management, student engagement, and strategies for supporting students and academic challenges.

Program Evaluation

Education consultants work collaboratively with district administrators to assess program design and implementation as well as the overall effectiveness of your program. Education consultants also provide district stakeholders with a summary of findings and specific recommendations for program improvement.