



Director Toolkit

How to Use the Director Toolkit

The Director Toolkit is designed to be an ongoing, continuous depository for resources that support early childhood directors, coaches, trainers and instructors in planning and maintaining quality preschool programs for Florida's youngest learners.

Instructional Leadership

Early childhood directors often balance both business and managerial tasks for their center but with today's educational focus on standards and accountability, directors also need to become a pedagogical leader. This section describes a process for becoming an instructional leader through a pilot project that took place with a group of directors across Florida. Through a series of virtual meetings, preschool program directors discussed the different kinds of work involved in leading, not just managing, an early childhood program.

How to Use: After completing the pilot, directors expressed the need for networking with other directors to review articles and discuss challenges and road blocks on specific topics. Creating a learning community of directors whether virtually or meeting together would benefit directors when reviewing the information in this section.

Decision Making

Using data to make program and instructional decisions follows a cycle of collecting, organizing, and analyzing data leading to informed decisions. Educators need support in designing and maintaining this process. This section of the Director Toolkit provides early educators an example of the data-informed, decision-making process using the Florida Voluntary Prekindergarten (VPK) Assessment.

How to Use: The Data-informed decision-making section provides a step-by-step process for reviewing and analyzing data to inform instruction following each VPK Assessment period. Videos and instructional resources provide a complete learning experience for directors and instructors in reviewing VPK Assessment data.

Resources to Share

Instructional leaders need to stay informed and up to date on current and relevant educational topics. As a depository for resources, this section of the toolkit contains current, early learning research-based practices that can be shared with both early educators and families.

How to Use: The articles in this section can be used as an opportunity for directors to establish a community of practice with instructors. A community of practice suggests that the director, instructors, trainers, coaches and other staff participate together in reviewing and discussing relevant educational topics. Articles to share with families could be included in newsletters, distributed at family conferences or presentations for "Family Night."

Professional Learning Modules

The Professional Learning Modules provide professional learning opportunities for early educators on topics that are relevant in preschool classrooms. The content for each module is based on the *Florida Early Learning and Developmental Standards: Birth to Kindergarten* and uses developmentally appropriate research-based practices to support young children in reaching expected learning outcomes.

How to Use: The modules are designed to support a variety of delivery methods for professional learning. Directors, early learning coaches and trainers can use the modules in a community of practice with a group of educators or as a small group training experience. The modules are also designed to provide a competent and self-motivated, preschool instructor the materials and resources needed to grow their practice through a self-guided learning experience.