

## District Support for Development of Master Schedule Building Knowledge and Skills - Some Examples:

*Includes examples from:*

- *Los Angeles Unified School District*
- *Northside Independent School District (San Antonio, Texas)*

### Master Program Institute and On the Spot Support (Los Angeles Unified School District)

The image shows a hand-drawn class schedule on a grid. The schedule is organized into two columns, 'PERIOD' and 'CLASS SCHEDULE', with rows for various teachers and classes. The grid is filled with colored blocks representing class periods. The teachers listed include MILLER, SCHNEIDER, HUGHES, SMITH, J, GIBSON, CARPENTER, KELLEY, SMITH, B, STEWART, BULLING, JAMISON, BARTANA, C, GARASHI, SCHAEFER, WESTON, ALLEN, and CLARK. The classes listed include CLARK, HUGHES, GIBSON, SMITH, FINE, HUGHES, GANNETT, and HUGHES. The schedule is marked with numbers 1, 2, and 3 in the right margin.

### Master Program Institute Program Description

The Master Program Institute is a ten-week job-embedded certificate program designed to develop and support secondary administrators and support staff directly responsible for the implementation of the master program. The program will focus on the real time experience of preparing for and building a master schedule for middle and senior high schools, Small Learning Communities (SLC), Small Schools and Personalized Learning Environments (PLE), and will provide information on the multiple school programs related to this position. The institute provides ongoing consistent follow-up by way of demonstrations, observations, site visits and on-going feedback. Upon successful completion of the program, participants will receive a certificate indicating their competency to develop a master program.

### **Participant Desired Qualifications**

- Current school site personnel responsible for the building, implementation and supervision of the secondary master schedule.
- Current Central Office and Local District Instructional and Support Staff whose work informs the building of the master schedule
- Possess a Preliminary or Clear Administrative Services Credential

### **Program Requirements**

- Attend the Master Program Institute weekly professional developments
- Meet with Master Program Institute Coordinators and Mentor
- Meet regularly with Local District PreK-12 Counseling Coordinators
- Successfully demonstrate and complete practicum tasks

### **Cohort 12 Series 2 Meeting Logistics**

Times: Thursdays 8:00 AM – 4:00 PM

Location: 1543 Shatto Street, 3rd floor - Rooms 101 and 102,  
Los Angeles, CA 90017

Dates:

January 17, 2013

January 24, 2013

January 31, 2013

February 7, 2013

February 14, 2013

February 21, 2013

February 28, 2013

March 7, 2013

March 14, 2013

March 21, 2013

### **Criteria for participation**

- Candidates must be recommended by their Principal/Supervisor

- Must obtain the endorsement of the Local District Counseling Coordinator (LDCC)
- Ensure that all signed forms are submitted by the established due date.

**Cohort 12 Series 2 Application**

- [Master Program Institute Cohort 12, Series 2 MEM-5926.0](#)

**Master Program On the Spot Assistance**

On-site assistance is available from the MPI Retired Mentors and the Leadership Pipeline Development and Support staff. Administrators and school site teams responsible for building, implementing, and supervising of the Master Program can contact Cori King, [cgw0973@lausd.net](mailto:cgw0973@lausd.net) or April McNeel, [amm2800@lausd.net](mailto:amm2800@lausd.net) to schedule an appointment with a mentor or to request additional information.

**Master Program Institute Seminar for School Design Teams** Please call for more information and to schedule training.

**Master Program Mentor Support**

<b>Mentor</b>	<b>Specialization</b>
Bryan, HJ	High School Master Schedule
Butler, Blanche	Middle School Master Schedule
Connelly, Marguerite	Middle School Master Schedule
Cordova, Cindy	Middle School/High School Master Schedule
McCammon, Lewis	High School Master Schedule
Nichols, Patricia	High School Master Schedule
Rao, Rose	Middle School/High School Master Schedule
Ronquillo, EJ	Middle School/High School Master Schedule

**Institute Curriculum**

Each session of the Master Program Institute will focus on LAUSD guidelines and policies related to the building of the master program.

Topics include the following:

Session 1: Building a College Prepared and Career Ready Master Program  
 Session 2: Effective Staffing Guidelines and Procedures

Session 3: Data-Based Programming for Common Core Instruction: Enrichment and Intervention Support Programs

- Session 4: Data Based Programming – Ensuring Equity and Access
- Session 5: Middle School Master Program Practicum
- Session 6: Making the Master Schedule Serve Student Needs
- Session 7: Using Data Tools to Inform Placement and Support of Students
- Session 8: Building and Utilizing Counseling Support Structures
- Session 9: High School Master Program Practicum
- Session 10: Presentation of the Middle and High School Master Schedule – Through the Lens of a Learning Centered Leader

### **Institute Resources**

- [April McNeel](#) - MPI Institute Coordinator
- [Cori King](#) - MPI Institute Coordinator
- [ASCA National Standards](#)
- [California Standards for the School Counseling Professional](#)
- [ASCA National Model - A Framework for School Counseling Programs](#)
- [ISLLC - Interstate School Leaders Licensure Consortium Standards](#)
- [LAUSD School Leadership Framework](#)
- [CPSELs - California Professional Standards for Educational Leaders](#)
- [MPI Time Task Calendar](#)

### **Master Program Institute Triage**

“The Master Program Institute Triage is an opportunity for secondary school sites to have their proposed Fall ..... master schedules reviewed by the Leadership Academy and APSCS mentor team. The goal is to ensure that schools create data driven, student-centered master schedules that are in compliance with district mandates.

#### **MPI Triage General Information:**

- Participants will receive information and guidance from experts regarding the finalization of their school site master schedules for the Fall ....
- Support offered by the Leadership Academy to address questions or challenges with master schedule development.

- Meetings are scheduled in 2-3 hour blocks at the Beaudry Building from May .... through May .....
- We recommend school teams attend with a minimum of two participants.
- School teams with an interest should specify their interest by sending an email to: amm2800@lausd.net (Include name of school, the number of participants, and the preferred date that your team would be interested in attending). Leadership Academy staff will contact you to schedule an appointment.

**Leadership Pipeline Development and Support Unit** 333 S. Beaudry Avenue, 14th Floor Los Angeles, CA 90017 Phone: (213) 241-6608 Fax: (213) 241-8920

[leadership-academy@lausd.net](mailto:leadership-academy@lausd.net)

## **NORTHSIDE INDEPENDENT SCHOOL DISTRICT**

San Antonio, Texas

(15 high schools, including some small schools)

NISD provides training to support the master schedule building process.

### **High School Master Schedule Training for Spring 2014**

The District uses eSchoolPlus to provide trainings on aspects of master schedule building. Most training sessions are 3 hours in length and each session is offered at a variety of times over a one week to two-week period. Training sessions are offered sequentially.

Spring 2014 training sessions included:

**Course Catalog Preparation** This session includes a scheduling overview of courses, district and building course catalog, and next year student building assignments. Learn how to modify your building course catalog, set course priorities, grade restrictions, and set restrictions for courses within the Home Access Center.

**Master Schedule Builder I** In this session, you will learn how to create meeting codes, resource groups, and room and staff allocations which will be used by the Master Schedule Builder.

**Online Course Request and Course Changes** This session includes learning about entering student requests in eSchoolPLUS and HAC (Home Access Center), how to add and delete course requests in eSchoolPLUS and HAC, print course request information for students, mass locking requests, run Pre-Scheduler Reports (Simple Tally, Pre-

Assignment Class List and more), and print Student Course Request letters. You will also learn how to schedule and lock students into specific courses and sections (for use after courses and sections are built by the campus master scheduler).

**Course Request Analysis using Pre-Scheduling Reports** In this session, you will learn how to build your master schedule, room and staff tables, create and change master schedule sections, generate Pre-Scheduler Reports (Conflict Matrix, Teacher Availability, and Room Availability.)

**Whiteboard** In this session, you will learn how to use the whiteboard to build your master schedule considering student requests, room and teacher availability.

**Master Schedule Builder II** This session includes instructions on how to run the course setup utility, course setup maintenance, run the master schedule builder program, and analyze the master schedule that was created. You will also learn how to run the student scheduler and analyze student schedules.

**Scheduling Students & Post Scheduling Reports** In this session, you will learn to schedule students by running schedule loads, adding “See Counselor” fill for student schedules, run save/restore schedule files, and run post schedule reports.