

## Gradalis Waldorf Consulting & Services, LLC

### STANDARD V-A, B—INSTRUCTIONAL DELIVERY & RESOURCES

#### GENERAL PURPOSE

The purpose of these policies is to establish guidelines effectiveness of instructional methods and other resources to ensure sound instructional delivery and various delivery modes including traditional classroom instruction, lab approaches, interactive distance learning, and blended instruction. This policy shall also address the balance between consistent course delivery and individual freedom in teaching courses where adult student engagement and instructor creativity are highly valued. This policy ensures each student receives high quality instruction in line with goals and policies of GRADALIS. Resources for instruction provided will be articulated and processes for requesting resources shall be clear and available to instructors of GRADALIS Waldorf Consulting & Services, LLC (“GRADALIS”).

#### V-A INSTRUCTIONAL METHODS POLICY

GRADALIS shall utilize appropriate and effective instructional methods and other resources to ensure sound instructional delivery, which may be provided through a variety of delivery modes, including traditional classroom and/or lab instruction, interactive distance learning and blended instruction. GRADALIS instructors shall employ methods that encourage active and motivated responses from students. Written policies and procedures shall be in place to ensure curricula are followed and consistency of application by all instructional staff when applicable. The instructional methodology shall be consistent with contemporary training industry standards and align with program goals and student learning objectives for each course. Such teaching methodology shall facilitate learning with awareness of individual learning needs and challenges. GRADALIS methods shall provide encouragement and learning opportunities for all enrolled students—keeping in mind coursework will be challenging and provide opportunities for student growth in all courses. GRADALIS instructors shall take into consideration different learning abilities and styles, prior levels of achievement, and different learning modalities such as visual, audio and kinesthetic approaches.

The GRADALIS teacher training shall be made up of 8 courses that span seven (7) semesters. Each course shall be spiraled throughout the 26 months of training. A common template shall be set up for curriculum design supports and guides consistent with Program Goals and clear Student Learning Outcomes for each course.

#### V-A.1 CONSISTENCY OF INSTRUCTION

Consistency of content will be expected of GRADALIS instructors. GRADALIS instructors shall be expected to keep informed of Program content to encourage integration of content from the Philosophical Foundations course into their particular course each semester. To ensure consistency of delivery when there are multiple instructors teaching one course, as in the case of IDL Grade Level webinars, Guidelines for Grade Level Instructors shall be provided with clear expectations of Interactive Distance Learning (IDL) instruction each semester of the training Fall and Spring. The Guidelines shall provide the same overall agenda and timeline for various aspects included in the IDL webinars that shall be led by different instructors at each grade level. Grade Level Instructors shall be expected to keep to the agenda, yet individual creativity shall be encouraged in delivery of the main lesson content at each grade level depending on the age of the children in alignment with Waldorf child development principles.

**Webinars/IDL** shall be recorded and made available for viewing by the Board of Stewards who shall evaluate instructors and approve course design and content. Webinars shall also be recorded for purposes of make-up viewing by students.

When a department or instructor substantially changes a course's content, instructional design, size, or other central element, the course shall be reviewed by the GRADALIS Academic Senate and recommendations presented to the Board of Stewards for consideration. Instructors shall be encouraged to bring any concerns about content to the attention of the Academic Senate. The goal of GRADALIS shall be to provide high-quality Waldorf training for its candidate-teachers. Openness to review and input from students and/faculty will be desired and sought in order to continually improve the training. Particular care shall be taken by instructors to follow the guidelines provided for consistency throughout courses with multiple instructors, as in Waldorf Methodology & Field Work. Department Chairs shall appropriately supervise their instructors to ensure consistency and excellence of instruction.

### **V-A.2 INSTRUCTORS IN THE GRADALIS PROGRAM**

GRADALIS instructors shall be selected for their years of training and experience as Waldorf educators. GRADALIS Field Mentors shall encourage candidate-teachers during mentoring at their schools and in their classrooms during internships in their own classrooms. This common experience and training of instructors shall help to ensure GRADALIS courses will provide a consistent educational experience, both across semesters and when multiple sections of a course shall be offered within one semester. Consistency within a department shall also be developed by common expectations for courses and by sharing of materials and syllabi. A minimum of six (6) Faculty Meetings per year shall foster face-to-face conversations and on-line communication of expectations, clarifying of questions, and guidance for consistency of instruction and course offerings.

GRADALIS instructors shall be highly qualified teachers who have taught in Waldorf schools for many years and are respected as mentors and consultants in the field. GRADALIS instructors shall have college degrees and shall be Waldorf trained in respected institutions. In rare cases, GRADALIS instructors may be hired if the years of successful Waldorf teaching experience are so extensive it outweighs the lack of a degree.

### **V-A.3 INSTRUCTOR ONGOING PROFESSIONAL DEVELOPMENT**

Instructors shall be encouraged and expected to seek continuing professional development to improve instruction and their ability to meet the requirements of the job. IDL instructors must be trained in use of their personal computer prior to their delivery of such instruction. GRADALIS shall not provide training and support in the use of the instructor's particular personal computer. GRADALIS shall provide mentoring and support in use of the platform for delivery of IDL instruction, and how to create PowerPoint slide shows for presentations that meet the expectations of GRADALIS. Training videos and faculty meetings focused on best practices in providing excellent, high quality webinar instruction shall be assigned and discussed as it relates to delivery of instruction via IDL webinar teaching. Oversight of IDL instruction is provided by Department Chairs—Elementary Grades & ECE—in delivery of instruction via webinars.

Periodic faculty meetings shall include discussion and clarification of expectations to provide more consistency of instructional delivery among webinar hosts. Strategies to engage students in interactive webinar learning shall be reviewed and put into practice by instructors. Review and sharing of what works shall be planned into faculty meetings involving IDL faculty.

### **V-A.4 MEETING INDIVIDUAL NEEDS FOR DIVERSE STUDENTS**

Instructors shall be given guidance on identifying and accommodating for individual differences in the classroom to encourage and challenge students to achieve the educational objectives. Students who qualify for the American Disabilities Act shall receive accommodations based on IEP of 504 Plans. To facilitate such support, students shall be asked to submit such plans to the Executive Director who shall distribute required accommodations to pertinent instructors. Explanations for meeting individual needs shall be interpreted and discussed with instructors when necessary to best meet student needs, including a conversation with such students to assure compliance with individual plans and needs.

GRADALIS instructors shall make sure advanced students are also challenged in their courses. Should a student complain about the content not meeting his/her needs, a conversation shall take place between the instructor and the student to determine how to best meet his/her needs.

#### **V-A.5 CONSISTENCY IN IMPLEMENTATION OF TECHNOLOGY BY ALL FACULTY**

Training and orientation shall be provided to all instructors using technology to deliver instruction for coursework. Mentoring support shall be available to those needing assistance to provide seamless webinar delivery. Written instructions in the use of webinar platforms shall be disseminated during training, and instructors shall be expected to follow these step-by-step instructions for successful implementation. The Executive Director & Associate Administrator shall provide technology support when difficulties arise. Instructions shall be e-mailed to instructors and shall be expected to be kept in a notebook for easy access during webinars. Students shall receive invitations with links to webinars from their instructors at least 24 hours prior to the scheduled webinars. Instructors shall be required to be fully prepared for their webinar prior to the starting time of the webinar.

#### **V-A.6 CONTRACTING FOR EDUCATIONAL DELIVERY**

Upon occasion, independent and highly qualified instructors GRADALIS shall contract to deliver periodic lectures and/or instruction in the training to provide enrichment of program content and exposure to ‘Waldorf Greats’. Such contractors shall have developed curriculum through their own expertise and shall generally be contracted by many schools, colleges and conference heads within the Waldorf movement to share this knowledge with teachers and students. Examples of coursework provided by outside contractors might include Biography Work, Math in the Upper Grades, Phenomenological Science, Biography Work, and Speech Arts. All contracted lecturers shall be highly qualified in their field of expertise and known and respected throughout the Waldorf movement in their area of instruction. At least one GRADALIS instructor shall be in attendance for all such offerings to assure compliance with the standards expected in the program and to take attendance. A clear agreement shall be signed by both parties prior to services rendered, along with I-9, 1099 and other paperwork required by law.

All marketing of such contracted instructors will be done by GRADALIS administration in accordance with ACCET standards, including GRADALIS handling of student complaints. Student feedback on the quality of the delivery of any contracted instruction will be included in the Student Surveys sent out following face-to-face instructional components. Such instruction percentages will be reported to ACCET in financial and number of participants reports.

#### **V-A.7 TEACHER TO STUDENT RATIOS**

GRADALIS Board of Stewards shall design all classes and webinars with appropriate ratio of teachers to students in order to provide the highest quality instruction possible. Ratios shall be determined based on effectiveness of the size of the group and effective strategies for facilitating student learning.

#### **V-B LEARNING RESOURCES, EQUIPMENT & SUPPLIES POLICY**

GRADALIS learning resources shall support the program goals and student learning outcomes for each course. GRADALIS shall have adequate, appropriate, up-to-date, and functional equipment, learning resources, supplies and furnishings that are maintained, and equipment that shall be upgraded and/or replaced on a regular basis as needed. GRADALIS resources shall be made readily available for instructor and student use and for the effective delivery of the GRADALIS program and training in accordance with sound educational practice.

### **V-B.1 ENSURING ADEQUATE EQUIPMENT AND SUPPLIES FOR INSTRUCTION**

All webinar instructors shall own their own computers for delivery of instruction from their own homes. They shall be required to have the equipment needed for this instruction and to maintain and upgrade them for adequate delivery. For face-to-face instruction in Practicum Weekends and Summer Intensives, GRADALIS administration shall assure the equipment needed is in good working condition and that facilities are adequate for organized classes equipped with seating, tables, projectors for lecturers to connect to their laptops, screens, etc. An inventory of consumable supplies for hands-on classes such as Visual Arts shall be updated at the end of each face-to-face component where supplies are consumed. The Visual Arts instructor shall be responsible to take inventory and report any needed supplies to the Executive Director who will order them in time for the next session. If equipment is not available from the school facility, then GRADALIS will rent and/or purchase the needed equipment in time for adequate delivery of instruction.

GRADALIS students shall receive a Materials List at least 3 weeks prior to the Summer Intensive for materials they will need to supply for themselves. Such supplies shall be those used in their individual classrooms and for continued use within the training. These supplies shall include art materials such as colored pencils, beeswax crayons and musical instruments. GRADALIS administration shall maintain some instruments for loan during face-to-face trainings for those students who forgot their instrument or do not use one in their work with children. This will assure all students are fully able to participate in the training's art courses during face-to-face components of the training or professional development offering.

### **V-B.2 COURSE MATERIALS**

All course texts (both required and supplementary) shall be selected by course instructors and presented within the syllabi for approval by the Stewards/owners of GRADALIS. The Academic Senate shall review the syllabi each year to ensure course materials are up to date and supportive of course learning outcomes, objectives and program goals. For all IDL courses, the Academic Senate shall review software and platforms for delivering instruction. Included in this review shall be input from faculty regarding user friendliness of software and technology used to deliver instruction and any other recommendations suggested by faculty involved in instruction of these courses.

All required reading shall be listed within the syllabi for each course. Supplementary reading materials may be handed out during lectures to provide interesting reading for discussions and break-out groups. Other supplementary materials may be shared by instructors as resources for future use in the classroom. Any required materials that will be used throughout a semester shall be delivered to the Executive Director or designee for posting in Taskstream before the beginning of the semester. All such supporting articles will be posted under the course description and attached for students to easily download and utilize for assignments. All course required reading shall be uploaded into Taskstream before the start of each semester and shall be included in the Homework Timeline available to students.

### **V-B.3 FACILITIES**

GRADALIS training shall take place at facilities owned and/or operated by a Waldorf public or private school usually where students are current faculty members enrolled in the training and when available. This shall assure rooms are available and appropriate for delivery of all coursework, including rooms for movement (Temporal Arts), painting and modeling (Visual Arts), lecture hall and classrooms for each grade level taught in the Waldorf Methodology course. A Memorandum of Understanding (MOU) with the school housing the training shall be signed by the school's legal representative and the Executive Director of GRADALIS prior to the start of use of the facilities. In the event the facility is unavailable due to an emergency situation, GRADALIS administration in collaboration with the School's Director, shall find an alternative site and share the cost of such site. This shall be articulated and agreed upon in the MOU. Because GRADALIS Training components take place in State approved

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Waldorf school facilities shall be safe, accessible to students with disabilities, sanitary and comfortable to meet student needs. Such facilities are required by law to meet all local, state and federal requirements.

The Executive Director (E.D.) or designee shall become familiar with systems used in the facility where training will take place. Emergency numbers, evacuation plans, door locking and alarm systems etc. shall be understood and within the E.D.'s ability to carry out should they be required. The E.D. of GRADALIS shall obtain documentation of the most recent fire inspection, certificate of occupancy, health department certificate, etc. as applicable to assure the safety of GRADALIS students, faculty and staff.