



Framework – Professional Development

The ADE 21st CCLC unit is dedicated to providing Professional Development (PD) opportunities to support the growth and development of successful 21st CCLC programs throughout the duration of their grant award.

Definition

PD opportunities are collaborative in nature and provide hands-on learning with colleagues. Annual PD is a compliance requirement to ensure continued learning and knowledge gained about out-of-school time (OST) programming is ongoing.

Technical Assistance, Training, and Professional Development

Relationships between ADE 21st CCLC Education Program Specialists (Specialists) and their assigned subgrantees and leaders are critical to program success. Specialists have background and training in OST programming, federal grants management, and monitoring and compliance for 21st CCLC awards. Each Specialist develops an understanding of their assigned program sites and offers tailored technical assistance and training throughout the 5-year cycle of the award.

Examples of Technical Assistance and Training Provided:

Desktop Monitoring	Family Engagement
On-Site Monitoring Visits	Monitoring and Evaluation
Resource Sharing	Annual Reports
Communicating ‘Best Practices’	Grants Management Revisions
AZ 21 st CCLC website (http://www.azed.gov/21stcclc)	Fiscal Management
Monthly Calls	Grant Writing Basics
Networking Meetings	Summer Learning
Office Hours	Engaging Community Partners

★The Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Title IV-B program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stcclc/>

Professional Development is necessary for capacity building to support execution of effective high-quality programs.

Year	Year 1 (new to grant)	Year 1 (or new to grant)	Year 1-5	Year 1-5	Year 1-5	Year 1-5
Description	Introduces new sub grantees to tools and resources in year 1 of the grant cycle. Request templates from Specialists.	Introduces new subgrantees to expectations, regulations, and fiscal compliance.	Learning best practices for new and continuing grant leadership.	Networking meetings to share successful OST time practices and targeted information.	Learning in-depth components of monitoring and evaluation for state and federal reporting requirements.	Self-selected PD/Trainings based on needs of the program. Menu of options: 21st CCLC Professional Development Page
Audience	All sub-grantee staff.	*Principal *Site Coordinator *New leaders in any year of the grant *District Leaders	*Principal *Site Coordinator *District Leaders *Partners	*Principal *Site Coordinator *Afterschool Instructors *Partners *District Leaders	*Principal *Site Coordinator *LEA finance support overseeing the grant budget *District Leaders	*Principal *Site Coordinator *District Leaders Available for all sub-grantee staff and stakeholders

	Conferences	21stCCLC National Technical Assistance Center (NTAC) Online PD provided by the U.S. Department of Education	Other Out of School Time (OST) PD
Year	Year 1-5	Year 1-5	Year 1-5
Description	National or State-wide PD conferences specific to OST	Premier place for OST professionals & all levels of 21 st CCLC staff to learn, receive resources, and engage with peers and experts.	Professional learning opportunities that relate to 21 st CCLC components: academic, youth development, and family engagement.
Audience	*Principal *Site Coordinator *Afterschool Instructors *Community Partners *District Leaders	*Principal *Site Coordinator *Afterschool Instructors *Community Partners *District Leaders *State Employees	All sub-grantee staff

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