



## In this session...

In this station-style session, participants will learn about ways in which the Student Assessment Department in Humble ISD has enhanced support for CTCs as they journey through the school year with the goal of building leadership capacity and seamless administrations. Topics include conference-style training sessions, CTC Focus Group, newsletters, CRS data sessions, New CTC academy, and a CTC Training Team. Hear testimonial firsthand from CTCs in our district.

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About Humble ISD



- Region 4
- Located in Northeast Houston
- Nearly 49,000 students
- 47 campuses:
  - 6 high schools
  - 10 middle schools
  - 30 elementary schools
  - 1 alternative site
- Economically Disadvantaged = 54%
- Emergent Bilingual = 12%
- Special Education = 16%

### CTCs in Humble ISD

- Designated CTCs and Co-CTCs for each administration at each campus
  - STAAR/Interims, TELPAS, STAAR ALT 2
- Elementary
  - CTC/Co-CTC - additional responsibility on top of other roles (AP, specialist)
- Secondary & Alternative
  - Dedicated CTC for all administrations (Data & Assessment Facilitator - DAF)
  - Co-CTC - additional responsibility



## CTC Welcome Back Conference

For 2 years, we have kicked off the school year by hosting a CTC Welcome Back Conference. The Welcome Back Conference is for STAAR and TELPAS CTCs & Co-CTCs from all of our campuses (about 150 people). It is an opportunity for Student Assessment to share yearly assessment updates, annual State Test Security Training, and for CTCs to present to each other on tips and best practices. This unique training event is organized by a committee of CTCs, who work closely with the Student Assessment Department to host the event. Additionally, most of the the conference sessions are facilitated by CTCs, selected through a presentation proposal process. This event has become one of the most acclaimed ways in which we support CTCs and a huge leadership capacity builder!

## Conference Program sample

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### New CTC Academy

Designed to assist year one CTCs, the New CTC Academy has been established for 2 years and includes ongoing support sessions, facilitated by Student Assessment (in addition to required trainings), as well as a mentorship program. As part of the mentorship program, each new CTC is strategically partnered with an experienced CTC. The mentor is expected to provide quality assistance to the new CTC at least twice a month, and complete a mentor log. The new CTC is charged with completing 3 shadow experiences of their mentor. Mentors and new CTCs often communicate much more frequently and a supportive bond is naturally created.

## New CTC Academy Plan sample

## Mentor Log sample

## Shadow Experience Form sample

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### CTC and Administrator Newsletters

A goal of the Student Assessment team is to communicate timely information, updates, reminders and more detailed tasks to CTCs in a consistent and organized manner. To achieve this, we have created and share weekly a newsletter for each "type" of CTC: High School STAAR EOC, Middle School STAAR/EOC, Elementary STAAR, TELPAS/TELPAS Alternate (all levels), and STAAR ALT 2 (all levels). The newsletters are emailed out on Thursday mornings with information for the coming week.

this monthly newsletter is to help campuses prepare for state assessments and related activities by communicating critical information to campus administrators. This newsletter does not include all necessary actions items/tasks for administering state tests.

**Weekly CTC Newsletter sample**

**Monthly Administrator Newsletter sample**

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## CTC Focus Group

The CTC Focus Group, which meets a few times a year, is designed to provide the Student Assessment Department with valuable insight on aspects of the CTC role and designated responsibilities. Yearly, members of the CTC Focus Group are selected to capture diverse representation among the CTC group as a whole. Focus group members are asked to participate with the understanding that their feedback is helpful to further develop the Student Assessment Department and the CTC role. However, not all feedback may invoke changes to the department, CTC role, or established procedures and policies. The Student Assessment Department facilitates a Start, Stop, Continue Feedback Protocol to gather insight from group members on specific topics at each meeting.

**CTC Focus Group Outline sample**

**Start. Stop. Continue. Protocol sample**

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## CTC Training Team

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sessions through facilitation of training content and activities. CTC Training Team members gather several times a year and participate with the understanding that their role will include additional responsibilities and expectations for positive collaboration, innovative thinking, attention to timelines/deadlines, and enthusiasm for facilitating CTC training sections.

### CTC Training Team Outline sample

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## District Created TestHound and Cambium Support Manuals

When our district began utilizing TestHound years ago, and more recently when Cambium became the state testing vendor, Student Assessment created manuals to clearly outline and illustrate the steps that our CTCs needed to take in both platforms. These district-created manuals are hyperlinked to organized sections, and contain visuals such as screenshots and videos. Where applicable, the manuals highlight the ways in which TestHound can be used in conjunction with Cambium systems (i.e., generate reports from TestHound that upload to TIDE).

### District-Created Manuals sample

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## Virtual Support: CRS Data Sessions & Office Hours

Two forms of virtual support that Student Assessment provides are CRS data sessions and office hours.

### CRS Data Sessions

Campus leaders, including CTCs, are able to sign up for a Zoom session in which we guide campus teams through the CRS after an assessment for data review. These sessions are held one campus at a time.

### Office Hours

Held twice a week during time frames most convenient for CTCs, we open a Zoom for 30 minutes a session for CTCs and Co-CTCs to join and ask questions or get support as needed.

CRS Data Session Outline sample

CRS Data Session Sign Up sample

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## Campus Visits

Student Assessment schedules campus visits throughout the year to support our CTCs & Co-CTCs before and during test administrations. Our goal is to visit every campus at least once a year, with many campuses getting multiple visits. The campus visit schedule is intentionally developed to meet the needs of new CTCs and campuses that are participating in specific test administrations.

Campus Visit Schedule Template sample

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## Humble ISD Student Assessment Department



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