

**SJSU** SAN JOSÉ STATE  
UNIVERSITY

Connie L. Lurie College of Education  
Department of Special Education

# Directed Teaching Handbook

Early Childhood  
Special Education  
Credential –

Interns and Student  
Teachers - EDSE 154

## DEPARTMENT OF SPECIAL EDUCATION MISSION

The Department of Special Education prepares professionals to be effective educators, leaders in the field, and lifelong learners. We accomplish this goal in collaboration with other departments and community partners. Together we promote equity and excellence in our curricula and instruction by infusing evidence based best practices endorsed nationally.

## DIRECTED TEACHING COURSE

The last course taken in the credential programs is the Directed Teaching Course, in which the teacher candidate applies the skills and competencies learned from the credential courses in the program in a class or program. This requirement cannot be substituted by any course taken at another institution because of the importance of the SJSU supervisor observing the candidate's application of the competencies. After receiving credit in this course, the candidate is recommended for the teaching credential with the application for the California Commission on Teacher Credentialing. Candidates completing the Directed Teaching Course must submit the Supervision Application form in the semester prior to completing this requirement with the required documentation.

## STUDENT TEACHING

Student teaching is an opportunity for a candidate to practice under the sponsorship and mentoring of an experienced special education teacher who has been evaluated as being an excellent teacher and recommended by the district. This experience is a partnership between the university and the local education agencies to prepare future teachers. Student teaching is only for students seeking to obtain the Preliminary Education Specialist Credential.

Candidates in the Early Childhood Special Education credential program complete eight weeks in a preschool program for toddlers and eight weeks working in an Early Start Program with infants and families.

The Student Teacher practices co-teaching and solo teaching (or designing and teaching lessons on his/her own) during the 8 week placement or as prescribed by the University Supervisor. If the Candidate needs additional time to meet the standards and TPEs, an Improvement Plan will be written. The type of experience will be determined by the position held by the Master Teacher and University Supervisor.

The University Supervisor visits the teacher candidate and observes him/her teaching and makes notes with the strengths, best practice educational practices observed and suggestions or considerations for improvements on 3 occasions per placement, with additional visits if necessary. They meet and/or correspond through email about the notes and make arrangements for the next meeting and observation.

## **INTERNS: THE DIRECTED TEACHING COURSE**

Interns complete the directed teaching requirement in their own classroom. EDSE 105 must have been completed with credit (CR) and EDSE 105X must have been completed with credit (unless the Intern began teaching after taking courses) before the directed teaching class. Interns in the Early Childhood Special Education credential program also complete eight weeks in an Early Start Program with infants and families (if their Internship is in a preschool or program for toddlers).

### **Grades for the Directed Teaching Class**

The Directed Teaching course (EDSE 154) is graded on a Credit/No Credit basis. The criteria for earning credit are as follows (and outlined in the green sheet):

1. Attendance in the three Directed Teaching seminars.
2. At least 41 points out of 60 points on the Directed Teaching Evaluation completed by the University Supervisor. (Preliminary Credential)
3. Completion of the Teacher Portfolio with 80% of the points earned, as outlined in assignments in the green sheet

If there are concerns about the Intern/Student Teacher's teaching, dispositions, connections with students, communication with others in the school setting or parents, or with professional conduct, the University Supervisor will hold a discussion with the candidate about feedback and recommendations. If changes are not observed by mid semester, an Improvement Plan will be developed that will outline the nature of the problem, objectives and/or activities necessary for improvement, the person responsible, criteria to meet the objective (with a description of the positive changes expected), and the deadline. The Candidate, Master Teacher/Mentor/Support Provider and the University Supervisor sign the Improvement Plan. If the Candidate does not meet the criteria, he/she may not receive credit (CR) in the course. In some situations, an Improvement Plan is not developed mid semester if the Supervisor realizes at the end of the semester that the changes for improvement have not been successfully implemented. If a candidate receives No Credit in the course, he/she can register for one additional semester in the Directed Teaching course to attempt to pass this course.

### **Additional Candidate Requirements**

1. Attend three seminars for the Directed Teaching class.
2. Student Teachers follow the Pacing Guide and can discuss with the Master Teacher prior to the start of the semester, if necessary
3. Schedule time to discuss the observation with supervisor immediately following the observation, if possible.
4. Complete a video tape or recording of a lesson, if required by the University Supervisor.
5. Complete Daily Log and have available for supervisor upon visit.

## University Supervisor's Requirements

1. Conduct the first Directed Teaching seminar to review the requirements, meet the candidates and set up appointments. Identify the second Directed Teaching seminar date, topic and location, notify the candidates and conduct the seminar. Participate in the third Directed Teaching seminar.
2. Visit and observe the Student Teacher or Intern on at least 3 scheduled occasions/placement (or more if necessary); the first visit should be at least in the first two weeks of each placement.
3. Meet the Principal or the Administrator in the school (during the first visit, if possible).
4. Review the lesson plan or planned activity for the observation period.
5. Record / provide written feedback about what was observed- lesson events, instructional strategies, Intern/Student Teachers' ability to connect with students, student engagement during the observation, collaboration or relationships developed with other teachers, DIS personnel, administrators, parents, the Intern or Student Teachers' professionalism, planning and preparation and dispositions.
6. Evaluate the Student Teacher or Intern on the Directed Teaching Evaluation and the Dispositions Evaluation. Enter the Preliminary Credential candidates' scores into Task Stream.
7. Assist the Candidate to complete the Candidate Transition Plan at end of semester.
8. Discuss with the Intern/Student Teacher any insights, considerations and recommendations gained from the observation.
9. Notify the Intern or Student Teacher about problems or concerns by at least mid-semester (which would be after at least two visits) on the Midterm Evaluation. If necessary, develop an Improvement Plan (based on the feedback given to the candidate) with the Intern/Student Teacher and Master Teacher.

### **Teaching Portfolio**

The Teaching Portfolio is the signature assignment for the directed teaching courses in each credential program. The Intern or Student Teacher reflects over the semester about specific areas related to the role of the teacher and places these reflections in the Teaching Portfolio. These reflections match the Teacher Performance Expectations (TPEs). The binder is set up according to the following:

- The cover for the Teaching Portfolio is on the next page of this handbook, and should be placed on the cover of a 2" three-ring binder with the Candidate's name and course number.
- The binder should hold 16 dividers/tabs, labeled with each section A-P and 2 Tabs – Tab 1 and Tab 2; place each page following the cover page behind the corresponding divider/tab. These pages guide the candidate about the specific reflection. The spine of the binder should also be labeled with the Intern/Student Teacher's name.
- A reflection is written that addresses each bullet point on these pages and placed in the binder behind the section page described above; the University Supervisor might have specific time frame in which the Intern/Student Teacher must complete a section and submit for review.
- Student Teachers also submit assignments in the portfolio sections.

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# TEACHING PORTFOLIO

Course: \_\_\_\_\_

Program: \_\_\_\_\_

Name: \_\_\_\_\_

Semester: \_\_\_\_\_

Date: \_\_\_\_\_

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION A**

***INTRODUCTION***

- **Interns:** Include a copy of the Self – Assessment and Induction Plan and all updates.
  
- Reflect about the goals on the Induction Plan or, if you have not made an Induction Plan, reflect on any goals you had related to entering the classroom as the teacher. Did you meet the goals at the end of the semester? Reflect about the process for meeting these goals and include evidence of meeting them (the “proof” that you met the goals).
  
- Place the Pacing Guide in this section.

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**Education Specialist:  
TEACHING PORTFOLIO**

**SECTION B**

***TPE 1: PEDAGOGICAL SKILLS FOR SUBJECT MATTER INSTRUCTION***

- Reflect about the methods you use to instruct students in the early childhood curriculum i.e., DEC Evidence Best Practices.
- Reflect about your delivery of a systematic instruction with accommodations and adaptations based on individual IEPs or IFSPs.
- Include some samples or photos of student work that connects with Early Foundations.
- Complete Best Practice Activity for each placement and insert here  
– See Form
- Ask master teacher how he/she integrates IFSP /IEP goals with the Early Foundations

Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION C**

***TPE 2: MONITORING STUDENTS LEARNING DURING INSTRUCTION***

- Describe the process you or your master teacher develops and monitors progress on each IEP or IFSP goal for students to determine how they are progressing.
- Reflect on the pacing of your instruction and any adjustments you have made regarding pacing.
- Include some examples of progress monitoring (data sheets, scored quizzes or exams, project rubrics)

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION D**

***TPE 3: INTERPRETATION AND USE OF ASSESSMENTS***

- Reflect about your knowledge regarding assessments that are appropriate for the identification of students whose cultural, ethnic, gender, or linguistic differences may be confused with manifestations of a disability. (CCTC, May 2010, p. 82)
- Complete Assessment Assignment and insert report. \ Ask your preschool /infant master teacher the difference between an annual, triannual or 30 day interim and initial IEP. Ask what testing is done for a “tri” (or a triennial IEP/IFSP) in this district. Ask if any formal testing is done for an annual IEP. Ask how they handle amendments (learn the procedures) to an IEP.
- Ask to see how all future known IFSP/IEPs are listed on a calendar or spreadsheet. Find out who schedules the meetings.

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION E**

***TPE 4: MAKING CONTENT ACCESSIBLE***

- Reflect about your participation in the development and implementation of IEP or IFSP instructional goals aligned with California content standards.
- Reflect about your ability to vary instructional strategies to meet student needs. Give some examples.
- Describe the process (with examples) for assisting and/ or adjusting lessons for students who do not understand the content.

Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION F**

***TPE 5: STUDENT ENGAGEMENT***

- Reflect on your strategies for ensuring that the students have active and equitable participation in lessons.
  
- Reflect about the behavioral, social and environmental supports for learning that are provided for your students. Describe ideas you hope to use in your own classroom for behavior support plans. Be specific. You may include photos of interesting ideas/strategies you have observed in other classrooms or techniques of your master teacher.
  
- What have you learned about yourself in terms of your ability to reinforce positive behaviors?
  
- Identify 2 resources for materials and ideas related to social skills' training. List websites that might help to support general education teachers and parents.

Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION G**

***TPE 6: CHRONOLOGICALLY APPROPRIATE OR CHILD-BASED TEACHING***

- Describe behavior support plans that you developed or in which you participated in the developing, and include examples.
  
- Describe the process for and the review of student participation in general education settings.

# Education Specialist: TEACHING PORTFOLIO

## SECTION H

### ***TPE 7: TEACHING ENGLISH LEARNERS***

- Reflect about the English Learners in your class or on your caseload and the strategies you developed and utilize to develop students' abilities to comprehend and produce English. (CCTC, May 2010, p. 85)
  
- Ask your master teacher which students (if any) are English learners. Check the first page of the IEP. It will note whether a child is EL or not. Ask the levels of each child classified as EL. *NOTE: Just because the parents speak 2 languages does not mean the child is an EL.* Include examples of instructional strategies and goals for English Learners.
  
- Find out who does the assessment of English learners in your placements. Meet with him/her and ask about the testing done to assess student levels (CELDT). Describe here
  
- Is there an EL specialist on the staff? How is the program organized?

Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION I**

***TPE 8: LEARNING ABOUT STUDENTS***

- Reflect about how you learn about your students and their interests, abilities, ideas and aspirations. Include any strategies to do so
  
- Include photographs of your students.

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION J**

***TPE 9: INSTRUCTIONAL PLAN***

- Reflect and Include at least 7 lesson plans + 6 Home Visit forms that you completed this semester (3/PREK placement & 4 ES placement).

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION K**

***TPE 10: INSTRUCTIONAL TIME***

- Reflect about the process for connecting, communicating and collaborating with the following:
1. designated instructional service providers (speech and language pathologists, occupational therapists, ABA therapists, mental health clinicians, for example)
  2. general education teachers
  3. para-educators
  4. administrators
  5. psychologists
  6. families
  7. agencies

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION L**

***TPE 11: SOCIAL ENVIRONMENT***

- Reflect about your positive behavior class wide plan, rules for your class or your work with students, and/or methods for reinforcing positive behaviors of your students.
- Reflect about strategies for helping students develop social skills for building constructive relationships between all students.

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**TEACHING PORTFOLIO**

**SECTION M**

***12. HOME, SCHOOL, COMMUNITY COLLABORATION***

- Describe the process for your introduction to new students and their parents, guardians or families.
  
- Describe the communication and collaboration with family members or guardians of your students and reflect about the effectiveness of your strategies.

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION N**

***13. PROFESSIONALISM***

- Evaluate yourself in your interactions with university faculty and staff and other professionals in the field; review your civility and presentation in the office and when asking for help or advice in the school.
- Review your communication about students or student information using People First Language and professional presentation.
- Review your professionalism related to your conduct and professional attire.

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**TEACHING PORTFOLIO**

**SECTION O**

***14. PARTICIPATION IN IFSP/IEP PROCESS***

- Comment about your contribution to the development/participation of the IFSP/IEP at meeting
  
- Evaluate your participation in the IFSP/IEP meeting and your collaboration with parents and others in preparation for and during the meeting, if any.

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Education Specialist:  
**TEACHING PORTFOLIO**

**SECTION P**

***15. Technology in the Classroom***

- Comment on your use of technology in the classroom to help students with diverse learning needs.
  
- What are your goals for increasing the use of technology in your program?

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## APPENDICES

- Improvement Plan
- Assignment Checklist
- ECSE Lesson Plan
- Home Visit Record Form
- Dialogic Reading Observation Form
- Authorization, Consent & Release Form
- DEC Recommended Practices, 2014

## IMPROVEMENT PLAN

If there are concerns about the Intern/Student Teacher's teaching, dispositions, connections with students, communication with others in the school setting or parents, or with professional conduct, the University Supervisor will hold a discussion with the candidate about feedback and recommendations. If changes are not observed by mid semester, an Improvement Plan will be developed that will outline the problem, objectives and/or activities to make improvements, the person responsible, criteria to meet the objective (what will positive changes look like?), and the deadline. The Candidate, Master Teacher and/or Support Provider and the SJSU Supervisor signs the plan when it is developed. If the Candidate does not meet the criteria, he/she may not receive credit (CR) in the course.

## IMPROVEMENT PLAN

Course: \_\_\_\_\_ Term: \_\_\_\_\_

Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor/Master Teacher: \_\_\_\_\_  
*(If the candidate is placed in a classroom with a Master Teacher.)*

University Supervisor: \_\_\_\_\_

### NATURE OF THE PROBLEM

OBJECTIVES/ACTIVITIES	PERSON RESPONSIBLE	CRITERIA TO MEET OBJECTIVE	DEADLINE

Use the back of this form or another page if the space provide is not sufficient enough to describe the challenges and expectations.

The objectives and deadlines outlined in this plan must be met by: \_\_\_\_\_ . We understand that this plan is proposed because there are behaviors/practices/dispositions that might result in ineffective learning opportunities for the students this candidate is scheduled to teach.

\_\_\_\_\_ Date \_\_\_\_\_

Candidate \_\_\_\_\_ Master Teacher/Mentor/ Support Provider \_\_\_\_\_ University Supervisor \_\_\_\_\_

**The objectives in this plan have been/have not been met.** Date: \_\_\_\_\_

\_\_\_\_\_

Candidate \_\_\_\_\_ Master Teacher/Mentor/ Support Provider \_\_\_\_\_ University Supervisor \_\_\_\_\_

**Assignment Checklist – EDSE 154 – ECSE Student Teaching**

**Student Teacher:**

**Date: Spring 2018**

	Total Points Possible	Portfolio Section	Points Received
1.7 Lesson Plans + 6 Home Visits forms	70 (10 each): 3/preschool 4/Early Start + 6 home visits forms	J	
2. Teaching Reflections (2x)	50 (25/placement/Pre and ES)	B	
3. Best Practices Assignment (2x)	50 (25/Pre/ES placement)	G	
4. Assessment Summary + 3 Goals	25 pts	D	
5. Teaching Philosophy + Resume+ CBEST + scores+ Unofficial transcripts	25 pts	Tab 1 – In front of Sections A-P	
6. DVD – Self evaluations of teaching (2x)	30 pts (15/placement)-only EI center, none in homes	B	
7. Portfolio	240 pts	Title Page on front of notebook	
8. Participation in Seminars	10 pts.		
9. Student Teaching Final Evaluations in ES and PreK + Student Evals of MT and Supervisors	45 pts. +2 Midterm +2 final evals of ST (preK& ES) + 1 or 2 MT evals + 1 Uni.Sup Eval completed by Student	Tab 2 – after Tab 1	
Total Points	545 points		

**Note. Need 436/545 for class credit (80%)**



# Home Visit Record

Child's Name: \_\_\_\_\_ Teacher/Aide: \_\_\_\_\_

Date: \_\_\_\_\_ Specialist/Other: \_\_\_\_\_

What we did today...

Parent/Caregiver ~ Things to do...

Teacher/Aide/Specialist/Other ~ Next Steps...

Next Visit: \_\_\_\_\_ at \_\_\_\_\_ am/pm (date & time)

# Dialogic Reading Observation Form

Introducing the Book	
<b>Title of the Book</b> The reader says the title of the book to the children before beginning the read aloud.	Circle Yes or No to indicate whether this occurs.  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Author of the Book</b> The reader tells the children who the author of the book is before beginning the read aloud.	Circle Yes or No to indicate whether this occurs.  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Asks a Question to Build Children's Interest</b> The reader asks the children at least one question before beginning to read the book to build the children's interest in the story. (Ex: <i>What do you think this book is about?</i> )	Circle Yes or No to indicate whether this occurs.  <input type="checkbox"/> YES <input type="checkbox"/> NO
Make notes about examples of introducing the book you observed:	

**Reading the Book**

Make a tally mark in the box each time you observe a **CROWD** prompt being used.

**Completion-** The reader creates an incomplete sentence to prompt the children to come up with the appropriate response (i.e. fill-in-the-blank). (Ex: *To open the mailbox Sam will need to use a \_\_\_\_.*)

**Recall-** The reader asks a question designed to help children remember key elements of the story (Ex: *Can you remember what happened to Sam and Ellen on the way to the mailbox?*)

**Open-Ended-** The reader asks a question or makes a statement that requires children to describe part of the story in their own words beyond just a "yes" or "no" response. (Ex: *Tell me what you think is happening in this picture.*)

**Wh-questions-** The reader asks a question about the story that begins with what, where, who, or why. (Ex: *What kind of shoes is Sam wearing?*)

**Distancing-** The reader helps children make connections between events that happen in the story to those that occur in their own lives. (Ex: *Sam is big enough to go by herself to get the mail. What do you do all by yourself to help Mom or Dad?*)

Make notes about examples of **CROWD** prompts you observed:

Make a tally mark in the box each time you observe the **PEER** sequence being used.

**PEER** Sequence (Prompt-Evaluation-Expansion-Repetition). The reader uses a CROWD prompt, then evaluates and expands on the children's responses, and then repeats the prompt to provide another opportunity for the children to respond. The PEER sequence should always be done in this order.

Make notes about the **PEER** sequences you observed:

Closing the Book	
<b>Asks a Question to Maintain Children's Interest</b> After finishing the book, the reader asks the children at least one question to maintain their interest in the story. (Ex: <i>Which do you like better, caterpillars or butterflies? Why?</i> )	Circle Yes or No to indicate whether this occurs.  <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Asks a Distancing Question to Connect to Children's Lives</b> After finishing the book, the reader asks the children at least one question that relates the story to their everyday lives (Ex: <i>How do you feel when you eat too much food at dinner?</i> )	Circle Yes or No to indicate whether this occurs.  <input type="checkbox"/> YES <input type="checkbox"/> NO
Make notes about examples of closing the book you observed:	

Suggested citation: CONNECT (2011). Dialogic Reading Observation Form. Chapel Hill: University of North Carolina, FPG Child Development Institute, CONNECT: Center to Mobilize Early Childhood Knowledge.

San Jose State University  
College of Education  
Department of Special Education  
Sweeney Hall 204

**Authorization, Consent & Release Form**

This is to give my written informed consent and permission for San Jose State University Early Childhood Special Education Department to photograph/videotape my child at the \_\_\_\_\_ facility.

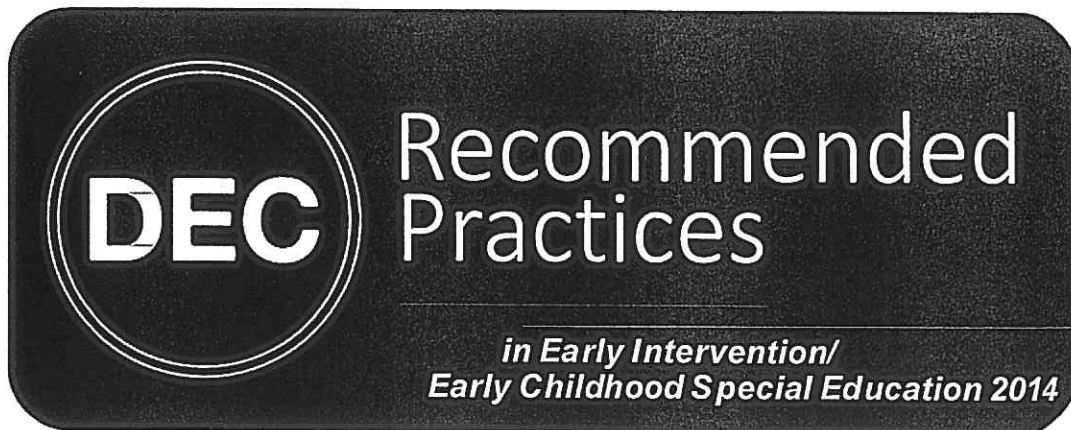
I understand that the photographs/videotape will be used for evaluation and training purposes only by the student teacher and supervisor and will not be used for any other purpose without the expressed written consent of all parties.

I give my permission for: \_\_\_\_\_ (Name of Child)

to be photographed (  ) OR videotaped (  )

on \_\_\_\_\_

Signature \_\_\_\_\_ (Parent/Guardian)



April 14, 2014

<http://www.dec-sped.org/>

This document is available online at: <http://www.dec-sped.org/recommendedpractices>

**To reference the DEC Recommended Practices, please use the following citation:**  
Division for Early Childhood. (2014). *DEC recommended practices in early intervention/early childhood special education 2014*. Retrieved from

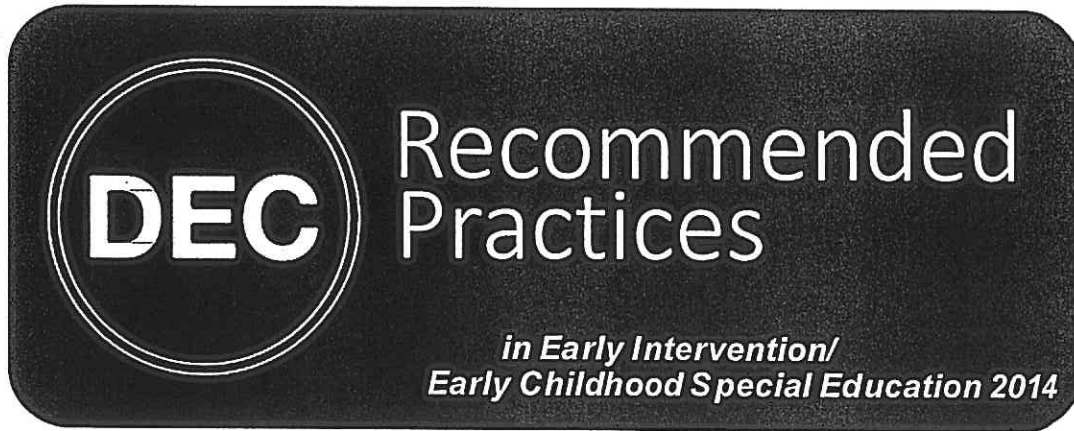
<http://www.dec-sped.org/recommendedpractices>

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*April 14, 2014*

## Introduction

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The DEC Recommended Practices were developed to provide guidance to practitioners and families about the most effective ways to improve the learning outcomes and promote the development of young children, birth through five years of age, who have or are at-risk for developmental delays or disabilities. The purpose of this document is to help bridge the gap between research and practice by highlighting those practices that have been shown to result in better outcomes for young children with disabilities, their families, and the personnel who serve them.

The DEC Recommended Practices support children's access and participation in inclusive settings and natural environments and address cultural, linguistic, and ability diversity. They also identify key leadership responsibilities associated with the implementation of these practices.

The DEC Recommended Practices are based on the best-available empirical evidence as well as the wisdom and experience of the field. The practices are organized into eight topic areas, but they should be viewed holistically across the topic areas. Family Practices, for example, are grouped in one topic area but are fundamental to all of the topic areas. We believe that when practitioners and families have the knowledge, skills, and dispositions to implement these practices as intended, children who have or are at risk for developmental delays/disabilities and their families are more likely to achieve positive outcomes, and families and practitioners are more likely to help children achieve their highest potential.

While developmentally appropriate practices are the foundation of quality programs for all young children and families (Copple & Bredekamp, 2009), we believe that young children who have or are at risk for developmental delays/disabilities often need more specialized practices that allow them to participate and engage meaningfully in their daily living routines and learning activities. While we acknowledge the important role of developmentally appropriate practices in the education and care of all children, we do not include those foundational practices in this document.

The purpose of the DEC Recommended Practices is to highlight those practices specifically known to promote the outcomes of young children who have or are at risk for developmental delays/disabilities and to support their families in accordance with the DEC/NAEYC (2009) position statement on early childhood inclusion. We assume that those who implement the practices:

- x Have foundational knowledge of developmentally appropriate early childhood practices.
- x Have a basic understanding of relevant professional, legal, and regulatory guidelines for serving every child.
- x Act in accordance with the principles of the DEC Code of Ethics and in accordance with the principles of access and participation as described in the DEC/NAEYC (2009) position statement on inclusion.
- x Engage in ongoing professional development to increase their knowledge, skills, and dispositions for implementing the Recommended Practices as intended.

In addition to implementing the DEC Recommended Practices, practitioners working in the field should be guided by their discipline-specific professional standards, competencies, and codes of ethics. All practitioners who work with young children, including those at risk for developmental delays/disabilities, are expected to access professional development and technical assistance systems to build knowledge and skills related to developmentally appropriate practices, the DEC Recommended Practices, and discipline-specific knowledge.

Building on previous efforts to produce DEC Recommended Practices as well as surveys and other opportunities to receive suggestions from the field, we also established the following parameters to guide the production of the current set of DEC Recommended Practices. These parameters include:

- x *Recommended Practices* are those with the highest expected leverage and impact on outcomes, providing the “biggest bang.”
- x *Recommended Practices* are supported by research, values, and experience.
- x *Recommended Practices* represent the breadth of the topic area.
- x *Recommended Practices* are observable.
- x *Recommended Practices* are *not* disability-specific.
- x *Recommended Practices* can be delivered in all settings including natural/inclusive environments.
- x *Recommended Practices* should build on, but not duplicate, standards for typical early childhood settings such as the NAEYC Developmentally Appropriate Practices.

For the purposes of this document, the definition of young children who have or are at risk for developmental delays/disabilities is not limited to children eligible for services under IDEA. This set of DEC Recommended Practices has eight topic areas. In our presentation of practices that appears below, we begin with the topic area of Leadership, which provides

guidance for local and state leaders who support practitioners. We define **leaders** as those in positions of leadership or authority in providing services to all young children who have or are at risk for developmental delays/disabilities and their families. Examples of such leaders include state, regional, and local administrators; early childhood coordinators; building principals; and assistant directors and coordinators.

The other seven topic areas provide guidance for practitioners:

- x Assessment
- x Environment
- x Family
- x Instruction
- x Interaction
- x Teaming and Collaboration
- x Transition

For these Recommended Practices, we define **practitioners** as those who are responsible for and paid to enhance the optimal development of young children who have or are at risk for developmental delays/disabilities. This includes providing care, education, or therapy to the child as well as support to the child's family.

# Leadership

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The work of practitioners on the frontline is critical to improving outcomes for young children who have or are at risk for developmental delays/disabilities and their families. But practitioners do not operate in a vacuum. Their ability to implement the DEC Recommended Practices can be supported or constrained by the program, school, agency, or organization for which they work.

State and local leaders establish the conditions that are essential for the successful implementation of the DEC Recommended Practices by, for example, the policies and procedures they develop and implement. Leaders in early intervention and early childhood special education can be program directors and other administrators, practitioners, family members, students, higher education faculty, and others. The set of practices in this section address the responsibilities of those in positions of program authority and leadership related to providing services to young children who have or are at risk for developmental delays/disabilities and their families. Examples of such leaders include state, regional, and local directors and other administrators; early childhood coordinators; building principals; and assistant directors and coordinators.

The provision of these services is a complex undertaking governed by federal and state laws, funded by multiple sources, and structured and administered in different ways. Some of the challenges to implementing the DEC Recommended Practices may be beyond the immediate control of state agency staff or local administrators. These challenges may require sustained advocacy from a variety of groups to create the systems change needed to establish more conducive policies and procedures. Leaders have a professional responsibility to use all the mechanisms within their control to create the conditions needed to support practitioners in implementing the following Recommended Practices.

We recommend the following practices associated with leadership:

- L1.** Leaders create a culture and a climate in which practitioners feel a sense of belonging and want to support the organization's mission and goals.
- L2.** Leaders promote adherence to and model the DEC Code of Ethics, DEC Position Statements and Papers, and the DEC Recommended Practices.
- L3.** Leaders develop and implement policies, structures, and practices that promote shared decision making with practitioners and families.
- L4.** Leaders belong to professional association(s) and engage in ongoing evidence-based professional development.
- L5.** Leaders advocate for policies and resources that promote the implementation of the DEC Position Statements and Papers and the DEC Recommended Practices.
- L6.** Leaders establish partnerships across levels (state to local) and with their counterparts in other systems and agencies to create coordinated and inclusive systems of services and supports.

- L7. Leaders develop, refine, and implement policies and procedures that create the conditions for practitioners to implement the DEC Recommended Practices.
- L8. Leaders work across levels and sectors to secure fiscal and human resources and maximize the use of these resources to successfully implement the DEC Recommended Practices.
- L9. Leaders develop and implement an evidence-based professional development system or approach that provides practitioners a variety of supports to ensure they have the knowledge and skills needed to implement the DEC Recommended Practices.
- L10. Leaders ensure practitioners know and follow professional standards and all applicable laws and regulations governing service provision.
- L11. Leaders collaborate with higher education, state licensing and certification agencies, practitioners, professional associations, and other stakeholders to develop or revise state competencies that align with DEC, Council for Exceptional Children (CEC), and other national professional standards.
- L12. Leaders collaborate with stakeholders to collect and use data for program management and continuous program improvement and to examine the effectiveness of services and supports in improving child and family outcomes.
- L13. Leaders promote efficient and coordinated service delivery for children and families by creating the conditions for practitioners from multiple disciplines and the family to work together as a team.
- L14. Leaders collaborate with other agencies and programs to develop and implement ongoing community-wide screening procedures to identify and refer children who may need additional evaluation and services.

# Assessment

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Assessment is the process of gathering information to make decisions. Assessment informs intervention and, as a result, is a critical component of services for young children who have or are at risk for developmental delays/disabilities and their families. In early intervention and early childhood special education, assessment is conducted for the purposes of screening, determining eligibility for services, individualized planning, monitoring child progress, and measuring child outcomes. Not all of the practices that follow apply to all purposes of assessment. For example, practice **A9**. focuses on monitoring child progress but does not relate to assessment for eligibility.

We recommend the following assessment practices to guide practitioners:

- A1.** Practitioners work with the family to identify family preferences for assessment processes.
- A2.** Practitioners work as a team with the family and other professionals to gather assessment information.
- A3.** Practitioners use assessment materials and strategies that are appropriate for the child's age and level of development and accommodate the child's sensory, physical, communication, cultural, linguistic, social, and emotional characteristics.
- A4.** Practitioners conduct assessments that include all areas of development and behavior to learn about the child's strengths, needs, preferences, and interests.
- A5.** Practitioners conduct assessments in the child's dominant language and in additional languages if the child is learning more than one language.
- A6.** Practitioners use a variety of methods, including observation and interviews, to gather assessment information from multiple sources, including the child's family and other significant individuals in the child's life.
- A7.** Practitioners obtain information about the child's skills in daily activities, routines, and environments such as home, center, and community.
- A8.** Practitioners use clinical reasoning in addition to assessment results to identify the child's current levels of functioning and to determine the child's eligibility and plan for instruction.
- A9.** Practitioners implement systematic ongoing assessment to identify learning targets, plan activities, and monitor the child's progress to revise instruction as needed.
- A10.** Practitioners use assessment tools with sufficient sensitivity to detect child progress, especially for the child with significant support needs.
- A11.** Practitioners report assessment results so that they are understandable and useful to families.

# Environment

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Young children who have or are at risk for developmental delays/disabilities learn, play, and engage with adults and peers within a multitude of environments such as home, school, child care, and the neighborhood. Environmental practices refer to aspects of the space, materials (toys, books, etc.), equipment, routines, and activities that practitioners and families can intentionally alter to support each child's learning across developmental domains. The environmental practices we address in this section encompass the physical environment (e.g., space, equipment, and materials), the social environment (e.g., interactions with peers, siblings, family members), and the temporal environment (e.g., sequence and length of routines and activities). They relate not only to supporting the child's access to learning opportunities but also ensuring their safety. It is important for practitioners to remember that these environmental dimensions are inextricably intertwined for young children who have or are at risk for developmental delays/disabilities and their families. Through implementation of the environmental practices, practitioners and families can promote nurturing and responsive caregiving and learning environments that can foster each child's overall health and development.

We recommend the following practices associated with the child's environment:

- E1.** Practitioners provide services and supports in natural and inclusive environments during daily routines and activities to promote the child's access to and participation in learning experiences.
- E2.** Practitioners consider Universal Design for Learning principles to create accessible environments.
- E3.** Practitioners work with the family and other adults to modify and adapt the physical, social, and temporal environments to promote each child's access to and participation in learning experiences.
- E4.** Practitioners work with families and other adults to identify each child's needs for assistive technology to promote access to and participation in learning experiences.
- E5.** Practitioners work with families and other adults to acquire or create appropriate assistive technology to promote each child's access to and participation in learning experiences.
- E6.** Practitioners create environments that provide opportunities for movement and regular physical activity to maintain or improve fitness, wellness, and development across domains.

# Family

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Family practices refer to ongoing activities that (1) promote the active participation of families in decision-making related to their child (e.g., assessment, planning, intervention); (2) lead to the development of a service plan (e.g., a set of goals for the family and child and the services and supports to achieve those goals); or (3) support families in achieving the goals they hold for their child and the other family members.

Family practices encompass three themes:

1. **Family-centered practices:** Practices that treat families with dignity and respect; are individualized, flexible, and responsive to each family's unique circumstances; provide family members complete and unbiased information to make informed decisions; and involve family members in acting on choices to strengthen child, parent, and family functioning.
2. **Family capacity-building practices:** Practices that include the participatory opportunities and experiences afforded to families to strengthen existing parenting knowledge and skills and promote the development of new parenting abilities that enhance parenting self-efficacy beliefs and practices.
3. **Family and professional collaboration:** Practices that build relationships between families and professionals who work together to achieve mutually agreed upon outcomes and goals that promote family competencies and support the development of the child.

We recommend the following family practices for practitioners:

- F1. Practitioners build trusting and respectful partnerships with the family through interactions that are sensitive and responsive to cultural, linguistic, and socio-economic diversity.
- F2. Practitioners provide the family with up-to-date, comprehensive and unbiased information in a way that the family can understand and use to make informed choices and decisions.
- F3. Practitioners are responsive to the family's concerns, priorities, and changing life circumstances.
- F4. Practitioners and the family work together to create outcomes or goals, develop individualized plans, and implement practices that address the family's priorities and concerns and the child's strengths and needs.
- F5. Practitioners support family functioning, promote family confidence and competence, and strengthen family-child relationships by acting in ways that recognize and build on family strengths and capacities.
- F6. Practitioners engage the family in opportunities that support and strengthen parenting knowledge and skills and parenting competence and confidence in ways that are flexible, individualized, and tailored to the family's preferences.

- F7.** Practitioners work with the family to identify, access, and use formal and informal resources and supports to achieve family-identified outcomes or goals.
- F8.** Practitioners provide the family of a young child who has or is at risk for developmental delay/disability, and who is a dual language learner, with information about the benefits of learning in multiple languages for the child's growth and development.
- F9.** Practitioners help families know and understand their rights.
- F10.** Practitioners inform families about leadership and advocacy skill-building opportunities and encourage those who are interested to participate.

# Instruction

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Instructional practices are a cornerstone of early intervention and early childhood special education. Teachers, other practitioners, family members, and other caregivers use instructional practices to maximize learning and improve developmental and functional outcomes for young children who have or are at risk for developmental delays/disabilities.

Instructional practices are intentional and systematic strategies to inform what to teach, when to teach, how to evaluate the effects of teaching, and how to support and evaluate the quality of instructional practices implemented by others.

Instructional practices are a subset of intervention activities conducted by practitioners and parents. We use the term “instructional practices” rather than the terms “teaching practices” or “intervention” because instruction is the predominant term used in the research literature to refer to intentional and systematic strategies to maximize learning.

The recommended instructional practices below are written from the perspective of the practitioner. They may also be implemented by families or others who interact with the child, often with support of the practitioner.

We recommend the following practices to support instruction:

- INS1.** Practitioners, with the family, identify each child's strengths, preferences, and interests to engage the child in active learning.
- INS2.** Practitioners, with the family, identify skills to target for instruction that help a child become adaptive, competent, socially connected, and engaged and that promote learning in natural and inclusive environments.
- INS3.** Practitioners gather and use data to inform decisions about individualized instruction.
- INS4.** Practitioners plan for and provide the level of support, accommodations, and adaptations needed for the child to access, participate, and learn within and across activities and routines.
- INS5.** Practitioners embed instruction within and across routines, activities, and environments to provide contextually relevant learning opportunities.
- INS6.** Practitioners use systematic instructional strategies with fidelity to teach skills and to promote child engagement and learning.
- INS7.** Practitioners use explicit feedback and consequences to increase child engagement, play, and skills.
- INS8.** Practitioners use peer-mediated intervention to teach skills and to promote child engagement and learning.
- INS9.** Practitioners use functional assessment and related prevention, promotion, and intervention strategies across environments to prevent and address challenging behavior.

- INS10.** Practitioners implement the frequency, intensity, and duration of instruction needed to address the child's phase and pace of learning or the level of support needed by the family to achieve the child's outcomes or goals.
- INS11.** Practitioners provide instructional support for young children with disabilities who are dual language learners to assist them in learning English and in continuing to develop skills through the use of their home language.
- INS12.** Practitioners use and adapt specific instructional strategies that are effective for dual language learners when teaching English to children with disabilities.
- INS13.** Practitioners use coaching or consultation strategies with primary caregivers or other adults to facilitate positive adult-child interactions and instruction intentionally designed to promote child learning and development.

# Interaction

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Sensitive and responsive interactional practices are the foundation for promoting the development of a child's language and cognitive and emotional competence. These interactional practices are the basis for fostering all children's learning. For children who have or are at risk for developmental delays/disabilities, they represent a critical set of strategies for fostering children's social-emotional competence, communication, cognitive development, problem-solving, autonomy, and persistence.

We selected interactional practices to promote specific child outcomes, and these will vary depending on the child's developmental levels and cultural and linguistic background. Practitioners will plan specific ways to engage in these practices across environments, routines, and activities. In addition, practitioners will assist others in the child's life (family members, other caregivers, siblings, and peers) in learning sensitive and responsive ways to interact with the child and promote the child's development.

We recommend the following practices to support interaction:

- INT1.** Practitioners promote the child's social-emotional development by observing, interpreting, and responding contingently to the range of the child's emotional expressions.
- INT2.** Practitioners promote the child's social development by encouraging the child to initiate or sustain positive interactions with other children and adults during routines and activities through modeling, teaching, feedback, or other types of guided support.
- INT3.** Practitioners promote the child's communication development by observing, interpreting, responding contingently, and providing natural consequences for the child's verbal and non-verbal communication and by using language to label and expand on the child's requests, needs, preferences, or interests.
- INT4.** Practitioners promote the child's cognitive development by observing, interpreting, and responding intentionally to the child's exploration, play, and social activity by joining in and expanding on the child's focus, actions, and intent.
- INT5.** Practitioners promote the child's problem-solving behavior by observing, interpreting, and scaffolding in response to the child's growing level of autonomy and self-regulation.

# Teaming and Collaboration

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Educational programs and services for young children who have or are at risk for developmental delays and disabilities, by their nature, always involve more than one adult. The quality of the relationships and interactions among these adults affects the success of these programs. Teaming and collaboration practices are those that promote and sustain collaborative adult partnerships, relationships, and ongoing interactions to ensure that programs and services achieve desired child and family outcomes and goals.

It is a given that the family is an essential member of the team and that the team includes practitioners from multiple disciplines as needed. The teaming and collaboration practices we present include strategies for interacting and sharing knowledge and expertise in ways that are respectful, supportive, enhance capacity, and are culturally sensitive.

We recommend the following practices to support teaming and collaboration:

- TC1.** Practitioners representing multiple disciplines and families work together as a team to plan and implement supports and services to meet the unique needs of each child and family.
- TC2.** Practitioners and families work together as a team to systematically and regularly exchange expertise, knowledge, and information to build team capacity and jointly solve problems, plan, and implement interventions.
- TC3.** Practitioners use communication and group facilitation strategies to enhance team functioning and interpersonal relationships with and among team members.
- TC4.** Team members assist each other to discover and access community-based services and other informal and formal resources to meet family-identified child or family needs.
- TC5.** Practitioners and families may collaborate with each other to identify one practitioner from the team who serves as the primary liaison between the family and other team members based on child and family priorities and needs.

## Transition

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Transition refers to the events, activities, and processes associated with key changes between environments or programs during the early childhood years and the practices that support the adjustment of the child and family to the new setting. These changes occur at the transition from hospital to home, the transition into early intervention (Part C) programs, the transition out of early intervention to community early childhood programs, the transition into Part B/619, and the transition to kindergarten or school-age programs.

Transition is a process that generally involves many activities on the part of the practitioner in collaboration with the family. As with other life transitions or changes, positive relationships—in this case positive teacher-child and practitioner-family relationships—are associated with greater satisfaction, better adjustment, and better child outcomes.

We recommend the following practices associated with transition:

- TR1. Practitioners in sending and receiving programs exchange information before, during, and after transition about practices most likely to support the child's successful adjustment and positive outcomes.
- TR2. Practitioners use a variety of planned and timely strategies with the child and family before, during, and after the transition to support successful adjustment and positive outcomes for both the child and family.

## Citations

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- Copple, C., & Bredekamp, S. (2009). *Developmentally appropriate practice in early childhood programs serving children from birth through age 8* (3rd ed.). Washington, DC: NAEYC.
- DEC/NAEYC. (2009). *Early childhood inclusion: A joint position statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC)*. Retrieved from DEC website: <http://www.dec-sped.org/papers>

DEC would like to extend our sincerest appreciation to the dedicated DEC members who gave their time and expertise to update and revise the DEC Recommended Practices.

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