

APPENDIX #8
OCFS SUPERVISORY ACADEMY CERTIFICATE PROGRAM
ROLE OF THE FIELD CONSULTANTS

1. What is the overall role of the Field Consultants in the Supervisory Academy Certificate Program?

The field consultants support, assess, and give feedback to supervisors as they work on their assignments during the inter-sessions (field experiences) that follow classroom modules 1-5. Each of these five field experiences will have structured activities and tools that fall into two categories:

- Self Assessment and Professional Development Plan (all six inter-sessions)
- Guided Practice (not required for the first inter-session)

The Self Assessment and Professional Development Plan will be completed before the Guided Practice.

The Field Consultants will have tools and guidelines to assist them in supporting, assessing performance, and giving feedback to the supervisors. Field Consultants will share assessments with the supervisors and will also send the completed assessments to the Academy. (These assessments are part of each supervisor's portfolio and will be analyzed in aggregate by the Academy.)

2. Who will be Field Consultants?

All APAs, PAs, and SEI Consultants will be Field Consultants. Additionally, there may be some Central Office midlevel managers who fill this role.

3. How will the Field Consultant teams work?

Each supervisor will have a team of two Field Consultants led by her/his direct supervisor. The other team members will be an SEI consultant.

Each of thirteen APA/PA Field Consultants will be on 1-2 Field Consultant teams. Each SEI consultant will be on seven Field Consultant teams. Central Office managers who wish to participate will be on at least one team. (see Appendix 5).

The supervisor's APA (team lead) will be responsible for working with the supervisor on the five inter-session assignments for the Self Assessment and Professional Development Plan. The other team member will be jointly responsible for the four Guided Practice inter-session assignments.

The Field Consultant team will meet after each Guided Practice assessment is complete in order to review materials, assessments, feedback and the process as a whole. Thus, each supervisor benefits from the input of the team as a whole and the team stays up to date with the progress of the supervisor throughout the Academy experience.

4. What kinds of training and support will Field Consultants have?

The Field Consultants will receive training and on-going support throughout the Supervisory Academy Certificate Program as follows:

- **Overview** At the beginning of the program, the Field Consultants will participate in an overview session. Topics will include
 - i. Overview of the Academy Certificate Program including purpose, design, themes, supervisory standards and competencies, and expectations of the assessment process.
 - ii. Examples of supervisory behaviors that will be the focus of the Academy experience
 - iii. Assessment tools and practice in using these
 - iv. Practice in coaching and strengths-based feedback
 - v. Working as a team
 - vi. Planning logistics of Field Consultant team work
- **Module-specific training/check-ins** The ½ day before each of the six supervisory classroom modules, Field Consultants will meet. The topics for discussion will be:
 - i. The upcoming module: the content that will be covered in the classroom (Modules 1-6)
 - ii. The upcoming inter-session assignments and the tools to be used by the Field Consultants. (Modules 1-5)
 - iii. Overall performance themes based on the aggregate analysis of the completed assessments for the previous inter-session and impressions of the Field Consultants. (Modules 2-6)
 - iv. The processes and logistics associated with conducting field consultation, including the assignments, the tools, and the experiences of the supervisors and the roles of the Field Consultants. (Modules 2-6)
- **QA/Ongoing Support** The Academy staff will be available by telephone and email to the Field Consultants to answer questions, brainstorm issues, and help with logistics.

5. How Much time will be required of each Field Consultant?

An average of 4-6 hours per month over an 18 month period for each cohort. The time breaks down as follows:

Training and Meetings with Academy Staff: Overview – 1 day

Five Check Ins at 1/2 day each. Total 2 ½ days

Field experiences and meetings with supervisors: 5 -7 days

Team meetings: 5hrs

6. What are the incentives for OCFS managers to take on the role of Field Consultant?

The incentives are intrinsic and include:

- Professional development in competency areas such as assessment, coaching, and providing feedback
- Cross fertilization with colleagues as part of working on teams

- Training on use of assessment tools
- CEUs for participation
- Certificate for participation