

THE YEAR AT A GLANCE

The Year at a Glance tracking document is living document—a tool to help you track your progress and keep you heading in the right direction. As you work through the year, please add new actions as they emerge so we can all continue to refine our collective work on our professional pathway of continuous improvement.

MONTH	ACTIONS	NOTES
AUGUST	<ul style="list-style-type: none"> ✓ Get to know the school context and community ✓ Review the School Improvement Plan ✓ Become familiar with the myBlueprint Career Life planning tool ✓ Onboard with EECD staff and other District Transition Coaches ✓ Prepare professional learning resources and materials ✓ Meet with EECD staff ✓ Meet with school administration ✓ Prepare opening staff meeting presentation ✓ Present to and network with District Transition Coach colleagues ✓ Prepare budget - if applicable 	
SEPTEMBER	<ul style="list-style-type: none"> ✓ Meet with key school staff (Counsellor, Resource Teacher, administrator responsible, career teacher, and other key people) ✓ Meet with EECD staff ✓ Attend first whole-school staff meeting ✓ Presentation for staff - What is Hopeful Transitions? ✓ Share the Hopeful Transitions Guide and introduce the Hopeful Transitions website tool ✓ Establish the Core Leadership Team and create a schedule for monthly touch-base meetings ✓ Review the year plan with Core Leadership Team for input ✓ Review and note school strengths and gaps in school career pathway transition planning ✓ Conduct initial meetings with community partners and organizations 	

MONTH	ACTIONS	NOTES
	<ul style="list-style-type: none"> ✓ Prepare logistics for the school pre-assessment ✓ School pre-assessment using CMEC Benchmarks – consider administering the pre-assessment to all school staff 	
OCTOBER	<ul style="list-style-type: none"> ✓ Meet with EECD staff ✓ Create baseline data from the assessment ✓ Review and analyze data with Core Leadership Team ✓ Share results of school data with staff ✓ Meet with Core Leadership Team and staff to develop a school goal(s) ✓ Share school goal(s) with staff ✓ Create a communication plan to track progress ✓ Meet with community organizations supporting learners with diverse needs ✓ Create a schedule of training support for staff instruction ✓ Meet with ESS Team ✓ Begin with a small group, providing instruction/ coaching to staff on the use of the website tool 	
NOVEMBER	<ul style="list-style-type: none"> ✓ Provide instruction/coaching to all staff on the use of the website tool ✓ Meet with EECD staff ✓ Class visits: work with individual teachers to review Tier 1 supports in their content areas ✓ Begin tracking progress ✓ If working with multiple schools, facilitate a sharing/check-in meeting ✓ Complete monthly assessment of progress ✓ Conduct a Core Leadership Team meeting ✓ Continue community partners outreach 	
DECEMBER	<ul style="list-style-type: none"> ✓ Meet with EECD staff ✓ Check in with community partners and employers ✓ Meet with EECD and other District Transition Coaches, Learning Specialists 	

MONTH	ACTIONS	NOTES
	<ul style="list-style-type: none"> ✓ Review the implementation plan to date; celebrate successes so far, and re-focus where necessary ✓ Review SMART goals to date ✓ Complete monthly assessment of progress ✓ Check in regarding Tier 2 and Tier 3 supports ✓ Present work to date to district colleagues 	
JANUARY	<ul style="list-style-type: none"> ✓ Conduct Core Leadership Team meeting ✓ Meet with EECD staff ✓ Conduct one-on-one staff check-in interviews ✓ Continue with professional coaching support ✓ Class visits follow-up: work with individual teachers to review Tier 1 supports in their content areas ✓ Complete monthly assessment of progress 	
FEBRUARY	<ul style="list-style-type: none"> ✓ Conduct Core Leadership Team meeting ✓ Meet with EECD staff ✓ Coordinate ongoing coaching support and professional learning ✓ Report out at a staff meeting; provide the half-way report to staff ✓ Make any adjustments to school itinerary (if necessary) ✓ Complete monthly assessment of progress ✓ Check in with community partners 	
MARCH	<ul style="list-style-type: none"> ✓ Conduct Core Leadership Team meeting ✓ Meet with EECD staff ✓ Complete monthly assessment of progress ✓ Continue with professional coaching support ✓ Continue ongoing support for staff ✓ Continue ongoing support for community partners ✓ Meet with EECD staff to review the website tool – What is working? What is needed? 	

MONTH	ACTIONS	NOTES
APRIL	<ul style="list-style-type: none"> ✓ Conduct Core Leadership Team meeting; review what is working well and hopes for coming year ✓ Complete monthly assessment of progress ✓ Plan resources and schedules for focus groups, surveys for staff, students, and community partners to gather feedback ✓ Continue development of resource materials for the following year 	
MAY	<ul style="list-style-type: none"> ✓ Conduct Core Leadership Team meeting ✓ Meet with EECD staff ✓ Implement focus groups and surveys to gather data ✓ Complete monthly assessment of progress ✓ Create first draft of school itinerary for Year 2 – next steps ✓ Complete school post-assessment ✓ Create first draft of final report ✓ Create first draft continuous improvement plan for coming year 	
JUNE	<ul style="list-style-type: none"> ✓ Celebrate with staff, and report progress to staff, community, partners, and EECD ✓ Meet with EECD staff ✓ Finalize continuous improvement plan for coming year (short-term and long-term goals) ✓ Present Year 2 roadmap to staff ✓ Send final report to EECD ✓ Review pilot year – successes, recommendations and budget, if applicable) 	

Activity:

Survey staff in September to define “career” and define “transitions”.

Survey staff again in May to define “career” and define “transitions”.

How has their understanding changed or been impacted by the Hopeful Transitions Project?

What else has changed?