

Focused Monitoring State Consultant Team Composition and Responsibilities

The FM State Consultant Team is composed of 2 CSDE consultants serving as co-leads, 2 SERC consultants, and 1 CPAC representative. It is important to note that, while CPAC has been invited and is willing to participate in the FM process as much as possible, due to limitations on resources, a CPAC representative may not be available to serve on all teams.

The following responsibilities may be shared between the CSDE co-lead consultants:

- Serve as main contacts between the FM State Consultant Team and the district;
- Facilitate the scheduling of 4 in-district support and technical assistance sessions;
- Collaborate with members of the FM State Consultant Team to establish session agendas based on “2013-14 Focused Monitoring Suggested Support and Technical Assistance Agendas”;
- Monitor the district’s completion and submission of required focused monitoring documents;
- Facilitate the review and editing, as necessary, of submitted focused monitoring documents;
- Forward copies of final documents to Focused Monitoring Coordinator;
- Collaborate with other members of the FM State Consultant Team to delegate above tasks as appropriate to best facilitate their completion. Co-lead consultants maintain the responsibility of monitoring delegated tasks to ensure their completion.

The following responsibilities may be shared between the SERC consultants:

- Serve as primary planners/ facilitators of session activities;
- Collaborate with members of the FM State Consultant Team to establish session agendas based on “2013-14 Focused Monitoring Suggested Support and Technical Assistance Agendas”;
- Facilitate the district’s completion and submission of required focused monitoring documents;
- Participate in the review and editing, as necessary, of submitted focused monitoring documents;
- Facilitate the completion of any delegated tasks, as agreed to in collaboration with co-lead consultants.

The following responsibilities pertain to participating CPAC consultant representatives:

- During in-district FM support and technical assistance sessions, CPAC consultants serve to support, plan and facilitate session activities in the area of serving parents and in other areas as deemed appropriate.