

## Module 1: Introduction

**Lesson One:** Purpose of the Modules

**Lesson Two:** The Role of the School Liaison

**Lesson Three:** How to Use this Course

**Module Overview:** Welcome to the Department of Defense Education Activity's (DoDEA) online learning and resource modules for School Liaisons. These modules contain practical information and useful resources for School Liaisons with varying backgrounds and levels of experience.

**Learning Objectives:** Through this module, School Liaisons will be able to:

- Explain the purpose of the learning modules.
- Identify the primary goals of School Liaison responsibilities.
- Explain the topics covered by the modules and how they inform School Liaison responsibilities.
- Explain how to navigate the modules and identify tools and resources.

## Lesson One: About the Learning Modules

**Lesson Overview:** These learning modules are designed to provide School Liaisons the tools and resources needed to work effectively with families, schools, and communities to ensure the academic success of military-connected children.

### Learning Objectives:

Upon completing this lesson, School Liaisons will be able to:

- Explain the purpose of the learning modules.

## Order of the Modules

These modules have been specifically designed to offer relevant and factual information about the U.S. education system, the resources available to support the education of children of military families, and practical ways in which School Liaisons can be integral to these children's academic success.

The first few modules will provide foundational information about DoDEA and the U.S. public education system. The next modules offer context around specific aspects of U.S. education that are important for School Liaisons to understand, including key funding streams, school choice, and the ways school performance is determined. The final set of modules addresses different programs, types of support, and relationship-building strategies that will help School Liaisons maximize their role. Each module provides additional tools and resources to aid School Liaisons' practice and knowledge.

## Acknowledgements

The modules were developed through

- interviews with School Liaisons and other key U.S. education officials;
- input from experts from the Department of Defense Education Activity (DoDEA), the military branches, and the U.S. Department of Education; and
- research of existing materials from various government sources.

Many individuals contributed to the development of the modules. Gratitude and recognition are given to the following organizations and individuals without whom this project would not have been possible:

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- Nanette Pigg, School Support Specialist and former School Liaison
- John Burnham, School Support Specialist

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- Don Alvey, Former Senior School Liaison Specialist

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- Lorraine Neuser, Deputy Chief Airman and Family Readiness Policy
- Cynthia Doil, Installation School Liaison Officer
- Jamie Lopez, Installation School Liaison Officer

### U.S. Department of Education

- Scott Pearson, Associate Assistant Deputy Secretary
- Kristen Walls-Rivas, Impact Aid Program Specialist

## Lesson One Summary

### Key Points:

- The Keeping Students at the Center: Online Learning Modules and Resources for School Liaisons were designed to offer relevant and factual information about the U.S. education system, the military's resources for military-connected children's educational success, and practical ways in which School Liaisons can be integral to these children's academic success.

**Looking Forward:** Next, learn about the role of the School Liaison in ensuring the academic success of military-connected children.

## Lesson Two: The Role of the School Liaison

**Lesson Overview:** School Liaisons play a critical role in coordinating and assisting school-age children of military families find the educational opportunities and information necessary to be successful in school.

### Learning Objectives:

Upon completing this lesson, School Liaisons will be able to:

- Identify the primary goals of School Liaison responsibilities.
- Explain the topics covered by the modules and how they inform School Liaison responsibilities.

## Responsibilities of the School Liaison

The role School Liaisons play in ensuring the academic success of military-connected children is critical to military families with school-age children. This important charge includes identifying barriers to academic success and developing solutions;

- promoting parental involvement in their children’s education;
- developing and coordinating partnerships with educators, school leaders, and community groups;
- providing parents with the tools they need to overcome obstacles to education stemming from the military lifestyle; and
- promoting and educating local communities and schools regarding the needs of military-connected children.

Ultimately, the main role of the School Liaison is to support the education success of military-connected students in order to secure their full future potential. These learning modules will equip the School Liaison to carry out the unique set of important responsibilities defined above.

### Keeping Military-Connected Students’ Needs as the Focus

School Liaisons play a critical role in the lives of military families experiencing change. Deep knowledge and expertise will be needed to guide families past potential obstacles. At the center of this process are the needs of military-connected students.

### Consideration for the Parents’ Perspective

School Liaisons will be asked not only to consider the perspectives of families, but also the perspectives of school leaders, military leaders, and teachers. School Liaisons are called upon to build relationships and engage with individuals from and across all of these groups.

### Opportunities and Limitations of the Role of the School Liaison

While serving military families, School Liaisons are often asked to address many different kinds of needs. However, there will be occasions when a School Liaison will be required to seek the authority of the base commander or other officers or leaders to resolve an issue. It is important to know which concerns require such attention and how and where to seek appropriate support.

## Lesson Two Summary

### Key Points:

- School Liaisons are responsible for identifying barriers to academic success and developing solutions for military families; promoting parental involvement in their child's education; developing and coordinating partnerships with educators, school leaders, and community groups; providing parents with the tools they need to overcome obstacles to education stemming from the military lifestyle; and promoting and educating local communities and schools regarding the needs of military-connected children.

**Looking Forward:** Next, learn how to use these modules.

## Lesson Three: How to Use This Course

**Lesson Overview:** The modules in this course contain a wide array of information and resources for School Liaisons. An understanding of how to use this course will allow School Liaisons to find the information they need quickly and easily.

**Objectives:**

Upon completing this lesson, School Liaisons will be able to:

- Successfully navigate the modules and identify tools and resources.

## How to Use this Course

These modules are designed with School Liaisons' busy schedules in mind. They are fully accessible by users of all abilities. Users may read text on the screen or listen via audio. All videos in these modules are also available with closed captioning. The content of any module may be accessed in repeat sessions. In order to access modules that have been completed, or to return to the content of any particular module, users can create a personal account for the modules. DoDEA does not keep a record of user activity that is tied to personal accounts, including answers to the optional self-assessment questions provided at the end of each lesson within the modules.

### Functionality

Users of the modules are asked to create a personal account with a username and password before beginning. This function provides the user the ability to “bookmark” where he or she has left off in a module or lesson. Using the newly created login, the user can return to content from the last session. The user can also easily see which of the modules she or he has completed.

The information captured about users through their account will only be used in aggregate form so that DoDEA can understand which modules were most viewed and how many users actually used the modules.

The full text of each module is also available in a printer-friendly format.

### Course Format

The sequence of modules has been selected to ensure that each module supports the next. For example, information about DoDEA and the U.S. education system is offered among the first few modules so that a foundational understanding is created, which will be useful in subsequent modules and lessons. Some important points:

- Each module may contain from two to five lessons.
- Each lesson is a subset of information that relates to the main module topic. On the landing page of each module, users will see all the lessons contained within it and be able to move from one lesson to another.
- While it is recommended that users move through the modules and the lessons in the order they have been offered, it is not mandatory.
- The learning objectives of each module will be provided at the beginning of each module and each lesson. These will also be reviewed at the end of each lesson and each module.

The information provided in each module has been carefully constructed to maximize understanding and user engagement. To do this, a few general instructional elements will be experienced:

- Videos – Video allows users to hear from other School Liaisons as well as administrators, parents, and students.

- Check Your Understanding – At the end of some modules and lessons, assessment questions are provided for users to gauge their understanding of the material presented.
- Apply Your Learning – At the end of some modules and lessons, a real-life scenario is introduced to help users apply the lessons presented to their day-to-day work. Users react to the scenario by choosing among offered options on how to approach a particular problem or meet a certain need. Users will be given feedback based on their answer.
- Graphics – Where appropriate, illustrations and charts are used to describe what is being offered in the text.

### **How to Navigate Through the Modules**

The “home page” provides a menu of options including the following:

- Links to all modules
- Links to tools, a glossary of terms, and resources
- Link to the DoDEA Web site
- Link to the Students at the Center Guidebook Web site

### **Pacing and Sequencing of the Modules**

The modules have been structured so that the user can work from lesson to lesson following their own desired sequence. While in a module, the location of the page within the module and the overall curriculum will be highlighted.

Full access to all the tools and resources contained in each module is available from any screen. Users are encouraged to use these helpful tools and informative resources.

### **Tools, Resources, and Glossary**

Each module contains a number of tools and information about additional resources. These are designed to provide School Liaisons ways to support their practice and build knowledge in a particular area.

Tools, a glossary, and resources can be accessed at the end of each module and through the home page. Here is a description of what is contained in each:

**Tools** – These have been created from examples provided by other School Liaisons and under guidance of DoDEA and DoD representatives. In general, the following types of tools may be provided in each learning module:

- **PowerPoint Presentations**– As part of their outreach efforts, many School Liaisons conduct community or installation meetings to advise stakeholders such as district leaders or transitioning families. These PowerPoints are topic-specific to enable an SL to present targeted information as needed.

- **Templates** –Using actual examples of School Liaisons’ work, templates have been created to support communication efforts through digital or paper media. These include items such as newsletters and form letters.
- **Fact Sheets** – School Liaisons can use these topic-specific information sheets for parent mailings or to assist with public presentations.

**Resources** – At the end of each module there are links to Web sites that can further the School Liaison’s understanding about a subject and/or serve as practical resources. Some resources are books or periodicals that are not found online. These resources are also available through the Resources tab found on each page.

**Glossary** – These are terms that may not be common for all and may require additional description.

Armed with an understanding of how to use this course, now it’s time to get started!

## Lesson Three Summary

### Key Points:

- Module users can create a personal account to log in to the modules in order to bookmark progress and view completed lessons.
- Each module contains from two to five lessons.
- While it is recommended that users move through the modules and the lessons in the order that they are offered, it is not mandatory.
- The information captured about users through their accounts will only be used in aggregate form so that DoDEA can understand which modules were most viewed and how many total users viewed the modules.

**Looking Forward:** Next, see an overview of the key points presented in this introduction and begin working on the modules.

## Module Summary

**Module Overview:** These modules contain practical information and useful resources for School Liaisons from varying backgrounds and levels of experience.

**Key Points:**

- The modules were developed through interviews with School Liaisons and other key U.S. education officials; input from experts from the Department of Defense Education Activity (DoDEA), the military branches, and the U.S. Department of Education; and research of existing materials from various government sources.
- School Liaisons are responsible for identifying barriers to academic success and developing solutions for military families; promoting parental involvement in their child’s education; developing and coordinating partnerships with educators, school leaders, and community groups; providing parents with the tools they need to overcome obstacles to education stemming from the military lifestyle; and promoting and educating local communities and schools regarding the needs of military-connected children.
- Module users can create a personal account to log in to the modules in order to bookmark progress and view completed lessons.
- Each module contains from two to five lessons.
- While it is recommended that users move through the modules and the lessons in the order that they are offered, it is not mandatory.
- The information captured about users through their accounts will only be used in aggregate form so that DoDEA can understand which modules were most viewed and how many total users viewed the modules.

**Looking Forward:** Next, learn about the U.S. Department of Defense Education Activity (DoDEA).