

## Virtual and On-site Consultation: Consultee Tipsheet

### What Is Consultation with MRTQ PDN District Early Childhood and Youth Coordinators (shortened to "District Coordinators" or "DCs")?

Consultation is a collaborative partnership where you and the District Coordinator engage in the problem solving process together. *Both* the DC (as the consultant) and your program (as the consultee) bring knowledge and skills that merge to create and develop quality environments for children and staff. Consultation is **not** an expert model where a consultant comes into your program and **fixes problems** for you. **You** are the expert in your environment and the DC participates through the stance of curiosity and support.

Supports offered are generally related to one or more of the *Quality for ME* standards:

- Licensing Compliance
- Program Evaluation
- Staffing and Professional Development
- Learning Environment/Developmentally Appropriate Practice
- Family Resources
- Family Involvement
- Administrative Policies and Procedures
- Authentic Assessment

\*\* In some instances, consultation may also include focusing on individualized strategies for working with specific children. If so, the DC will partner with you and the child's family throughout the consultation process. \*\*

### Programs are saying...

*"Our consult helped tremendously to see several children's challenges very differently than we were [before]. Understanding the root cause of the behavior helped us understand and be able to implement recommendations [more easily]."*

### How do I request virtual or on-site consultation?

Follow these simple steps to complete a request for consultation:

1. Visit the MRTQ PDN website <https://mrtq.org/technical-assistance/> and click on the link to Request Virtual or On-Site Consultation.
2. Complete the online request and program profile, including reviewing and agreeing to the Memorandum of Agreement.
3. The MRTQ PDN Technical Assistance Manager will contact you to gather more information and assign a DC.



## What are my responsibilities when participating in consultation?

Your responsibilities will include:

- Completing the necessary documentation
- Committing the time that is needed for collaboration, including:
  - Implementing strategies
  - Staff/Administration/Owner - DC meetings

### Programs are saying...

*"The feedback and resources that the District Coordinator provided enhanced the policies and practices we currently use by having an outsider's view."*

How can the DC support my program? Examples include:

- Professional development resources
- Classroom observation
- Environment/modifications during transitions
- Children's social and emotional development
- Activities specific to accreditation processes
- Assistance with credentials
- Development and revision of program policies and practices
- Attend/facilitate staff/family/board/collaboration meetings
- Referral to other educational and or child/family serving agencies
- Facilitate family involvement

### Programs are saying...

*"The overall feeling in our preschool room has changed for the better; it now feels more inviting and more community oriented. [We] have also changed the layout of the classroom so it flows better and is more productive."*

### Questions for Administrator/Owners to consider:

- *Am I committed to being part of the consultation process?*
- *Am I open to new learning?*
- *Am I committed to the time involved in supporting staff/teachers?*

### Questions and thoughts for Teachers to consider:

- *Can the DC support my passions and areas of interest?*
- *Am I open to suggestions or new knowledge, practices, and ideas?*
- *Do I see this process as a learning opportunity?*