



BIST Consultant Guidelines

Administration

- **Administration should attend grade level meetings as frequently as possible.**
 - **By having administration attend grade level meetings, there is a clear message that what the staff is doing is important.**
 - **Additionally, by administration attending grade level meetings, they can support concepts that the BIST Consultant might suggest.**
 - **Third, administration can learn BIST Concepts as well as monitoring the growth of grade levels and individual teachers regarding BIST.**
- **Administration should attend District BIST Leadership Meetings.**
- **Administration should attend training with staff members whenever possible.**

Vision Team

- **Purpose: The Vision Team is a group of teachers/staff that should become the building BIST experts. The objective of this group is to consistently assess the philosophical foundation of the building. This group is not the SIT Team, which assesses student needs. Additionally, the group of staff should be able to support teachers in creating plans for students as well as supporting teachers in processing.**
 - **The building Vision Team should meet with the BIST Consultant at minimum every other month. (Ideally, monthly when the consultant is on-site.)**
 - **The Vision Team should attend the Vision Team Conference on an annual basis.**
 - **The Vision Team should develop surveys to help assess the areas of need as well as areas of strength.**

Teaching staff

- **Grade level meetings**
 - **Meetings can be topic focused in order to help staff learning as well as creating conceptual consistency among teachers.**
 - **Meetings can also be focused on individual students, however the consultant should be able to tie in philosophical concepts so that all teachers can stay engaged regarding students.**
 - **Consultants should model conversations with students for grade level teachers. Be sure that teachers have attained parent permission for this if it is needed.**
 - **All teachers should attend the Basic BIST Training as well as some type of review training on an annual basis if possible.**

Support staff

- **All support staff should have some type of BIST Training.**
Some ways to train support staff are:
 - **Basic BIST Training**
 - **On-site training while consultant is in the building, 1-3 hours.**
 - **The building Vision Team can facilitate training for support staff.**
 - **Buildings could collaborate with other schools to train support staff.**

Staff Meetings/Flex Time

- **The BIST Consultant should facilitate either staff meetings or flex time at minimum two times throughout each school year. The intent is to keep all staff members cohesive in the BIST Philosophy.**