

Identifying Educational Resources Guide

To effectively maximize the use of resources and adapt to the ebb and flow of annual budgets, district leaders must be strategic in how identified resources are coordinated to guarantee an equitable high-quality teaching and learning environment designed to meet the needs of students and foster the professional growth of teachers. Educational resources – beyond funding – include human resources, organization of time, materials and supplies, programs and services, and community collaboration and partnerships. To help leaders identify educational resources, below are descriptions of the various types and examples of educational resources followed by considerations for understanding of resource dimensions in terms of adequacy, availability, allocation, and application.

Types of Educational Resources

Educational Resource	Educational Resource Description
<p>Human Resources</p>	<p>The most valuable educational resource available to districts and schools are its human resources. Human resources include staff and students. Staff should be student-centered, qualified, experienced, and reflective of the student population, including language and cultural backgrounds. Students are often an underutilized human resource and can offer valuable insight through empathy interview style feedback and self-assessments to inform what is working, what is not, or if something is missing from the teaching and learning program.</p>
<p>Organization of Time</p>	<p>Resources include the effective organization of time. Teachers must have sufficient time to engage in professional learning, collaboration, and planning to support their students and their professional practice. Professional learning can be structured within master schedules and work calendars to allow teachers and staff the time necessary to collaborate and align content.</p> <p>Students must have a schedule that allows them to get the services and supports they need (i.e. extended day, interventions, tutoring, enrichment, summer programs, credit recovery)</p>

<p>Equipment, Materials, and Supplies</p>	<p>Resources include a collection of equipment, materials, and supplies (tools) that enhance teaching and learning and help students achieve learning objectives. Examples can range from curricular and instructional materials to differentiated assignments that assist differently abled students to accelerated students.</p>
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<p>Programs and Services</p>	<p>Programs and services (instructional and non-instructional) can be leveraged as strategies to include resources that provide students with support services and asset-based programs that support the academic achievement through whole child approaches to social-emotional teaching and learning. Programs and services that are culturally and linguistically sustaining and relevant promote high levels of learning and student engagement in the classroom. Examples include academic and social-emotional learning (SEL) supports that are designed through Multi-Layer System of Support (MLSS) and other SEL frameworks.</p>
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<p>Community Collaboration and Partnerships</p>	<p>Community collaboration and partnerships includes leveraging external expertise to support the design of teaching and learning that is reflective of the vast richness within a community. School communities are reflective of the communities they serve and should be intentional and purposeful partnerships that garner better outcomes for student success. Examples include community asset mapping, leverage community-based organizations, and culturally competent family engagement.</p>
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<p>Finance</p>	<p>Describes the financial resources that are available for LEAs and schools to achieve and sustain quality education for all students. This includes how resources are allotted, used, and accounted for, including local, state, and federal funding, as well as additional grants. Finance includes managing and approving budget processes, distributing funds, providing budget and grant management, and the handling, purchasing and processing of vendor payments. Finance encompasses instructional supplies, transportation, technology, educational programs and services, staffing, and building utilities and maintenance.</p>
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To maximize the equitable utilization of resources, district leaders must ensure that four dimensions are considered as part of their decision-making process.

Considerations of Resource Dimensions

Adequacy	Availability	Allocation	Application
In considering the adequacy of resources, are resources sufficient and of equal standard for students to reach proficiency?	In considering the availability of resources, what resources are already in place and ready for immediate use?	In considering the allocation of resources, where are resources being delivered or provided?	In considering the use of resources, how are the resources being used and is it in the most effective way?

When these considerations are not part of the decision-making process, the result is inequities.

Examples of Resource Inequities

Educational Resources	Examples	Data Sources
Human Resources	<p>Resource Examples: Staffing: qualified/certified educators; “Teaching out of cert”; years of experience; student/teacher ratio; support staff ratio; experience of school leader; turnover rates teachers and administrators.</p> <p>Inequities Examples:</p> <ul style="list-style-type: none"> • Schools with a higher number of teachers that are teaching out of certification. • Staffing ratios that are inconsistent across the district • New teachers/administrators placed at high-poverty schools 	Teaching assignments; unfilled vacancies; class-size ratios
Organization of Time	<p>Resource Examples: Time for professional learning; collaboration; planning; school master scheduling– for extended learning, out of school; access to in school electives, intervention</p> <p>Inequities Examples:</p> <ul style="list-style-type: none"> • Professional learning is offered that is important but is optional. • Differentiated professional learning 	Master Schedules; Work Calendars; Collective Bargaining Agreement; Before & After School Programs; Course Offerings

	<p>opportunities.</p> <ul style="list-style-type: none"> ● Long-term substitute teachers not included in professional learning 	
Equipment, Materials, and Supplies	<p>Resource Examples: Copy machine leases; inviting spaces in the school (maker spaces), kid-friendly furniture; spaces for interventions; Curriculum, Instructional materials; library books; technology.</p> <p>Inequities Examples:</p> <ul style="list-style-type: none"> ● Newest teachers have the oldest, mismatched furniture ● Special education teachers are not provided a set of general education curricular resources ● Curriculum supplemental materials are not purchased for differentiating instruction 	Inventory lists (i.e. curricular, technology, etc.); facilities plan;
Programs and Services	<p>Resource Examples: Extracurricular enrichment activities (sports, arts, band, etc.), STEM/STEAM programs, interventionists, reading/math specialists, instructional coaches, family engagement staff, translators; parent education; dual immersion, AP classes, dual enrollment classes; mentoring</p> <p>Inequities Examples:</p> <ul style="list-style-type: none"> ● Lack of student access to the AP exam due to cost ● Lack of student access to programs (ex. Dual Enrollment, due to transportation ● Course/program offerings not available across the district ● Counseling providing inconsistent programming to students for coursework requirements 	Enrollment; participation; course offerings;
Community Collaboration and Partnerships	<p>Resources Examples: Parent engagement, partnerships with organizations (Boys and girls club, after school programs, health clinics, etc.), University partnerships, library and city programs, recreational offerings/camps</p> <p>Inequities Examples:</p> <ul style="list-style-type: none"> ● Lack of transportation or childcare ● Scheduling conflicts/fixed scheduling ● Lack of targeted offerings for varying age groups ● Lack of access due to fees/memberships 	Asset-mapping; city and private sector program rosters