



**SELPA Policy D-5**

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# **CAPTAIN Cadre Selection Process**

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1111 LAS GALLINAS AVENUE PO BOX 4925 SAN RAFAEL, CA 94913 (415) 499-5850

## **CAPTAIN CADRE Purpose and Responsibilities**

The California Autism Professional Training and Information Network (CAPTAIN) is a statewide implementation initiative on Autism Spectrum Disorder (ASD). The CAPTAIN Cadre are critical members of a skilled implementation team who work to disseminate information about and train for the implementation of Evidence Based Practices (EBPs) for ASD with fidelity at the local level. As a CAPTAIN Cadre, they are expected to be active members who carry out defined responsibilities.

CAPTAIN Cadre are nominated by their LEA Special Education Director to the SELPA Director. The Marin County SELPA considers the following attributes of an individual when selecting a Cadre to represent the SELPA:

- Committed to providing high quality training and coaching;
- Proven track record with training and coaching others on EBPs for ASD (prior experience, knowledge and great communication and interaction skills); and
- Available to carry out the requirements across the SELPA's member LEAs.

The Marin County SELPA has two (2) CAPTAIN Cadre positions. New Cadre are nominated and selected annually. Interested returning Cadre are encouraged to apply after meeting with SELPA Administration to review outcomes and discuss pending activities.

Cadre members are expected to do the following:

- Complete Online Class/ AFIRM Module "What is ASD" (20 minutes prior to 1st summit);
- Complete annual CAPTAIN online survey (30 minutes, yearly);
- Participate in new cadre member "Bootcamp" (4 hours at their first Summit);
- Participate fully in Annual CAPTAIN Summit (1.5 days, travel required in California);
- Participate in local CAPTAIN collaborative meetings/activities (1.5 hours per meeting, at least quarterly for Bridges Cadre (e.g., Summit planning, community information event, etc.);
- Meet with SELPA Administrator and direct supervisor at least twice annually to review the CAPTAIN requirements, their needs related to fulfilling the requirements, and the implementation of the local plan developed at the Annual Summit (approx. 1.5 hours in Fall and 1.5 hours in Spring);

- Meet with Regional Implementation Team to review discuss implementation of EBPs across SELPA and plan for implementation site (1 hour, monthly);
- Provide trainings for your SELPA on “Overview of ASD, CAPTAIN and EBPs for ASD” (at least 1 per year, usually 1-2 hours in length);
- Provide 3 Trainings in Specific EBPs (usually 2 - 3 hours for each training topic); and
- Provide implementation coaching for 3 teachers/programs within your SELPA using implementation checklists and coaching process (usually 4-6 coaching sessions for each teacher/program lasting 1.5-2.0 hours per session including pre and post observation conferencing) OR
- Train 3 additional coaches on CAPTAIN Model of training and coaching EBPs for ASD (usually 4-6 coaching sessions for each teacher/program lasting 1.5-2.0 hours per session including pre and post observation conferencing).

### **CAPTAIN CADRE Selection Process**

CAPTAIN Cadre Nomination Window Opens

(August 16th - September 17th)

- Information sent to SELPA Directors by CAPTAIN SELPA

Communication via Email

(August 16th - 17th)

- SELPA Assistant Superintendent emails CAPTAIN Cadre Nomination form to SELPA Administration • SELPA Administration reviews nomination needs
- Meeting scheduled within five (5) days to review and discuss needs

SELPA Meeting regarding CAPTAIN CADRE Needs

(Meeting Window Aug 23rd – 27th)

Meeting agenda topics:

- Analysis of staff skills, expertise, experience, training adults;
- Analysis of time needed, commitment, availability; and
- SELPA Administration determines necessary communication with member LEAs

Communication via Email

(immediately following meeting)

- SELPA Director emails member LEAs
  - Includes in email CADRE nomination information, including:
    - CADRE Purpose and Responsibilities
    - Expectations regarding time allocation to complete CADRE responsibilities, including professional development and Regional Implementation Team (RIT) meetings
  - Includes CADRE nomination deadline (August 30th - September 3rd)

Communication via Email  
(August 30 - September 3)

- LEAs submit CADRE nominations to SELPA

SELPA Director establishes meeting dates with Nominee(s) and LEA Special Education Director  
(September 6th – 10th)

- Meets with identified interested staff member(s) individually
  - Explains role, expectations, time commitment, etc.
  - Confirm with staff member nomination to CAPTAIN Cadre
- Following consultation with the Advisory Steering Committee, SELPA Administration selects cadre member(s), submits paperwork via email to CAPTAIN

Communication via email  
(Sept 13th - 17th)

- SELPA Director sends communication to member LEAs regarding selected members
- SELPA Administrator schedules regular meetings with Cadre member(s)
  - First discussion: training and support needs of the selected Cadre member

Ongoing Support to CADRE  
(throughout the year)

- Regional Implementation Lead (RIL) monthly team meetings calendared by RIL
- Quarterly meeting with CADRE member and SELPA Administrator using CADRE Check-In Checklist

Approved, OSC February 14, 2007