**High-Leverage Practices
in Special Education**

Identifying Resources:
Developing an Inventory

Purpose: This tool focuses on identifying resources in the school or district.

Activity Overview

Many schools and districts have teacher centers or libraries that house instructional materials. When launching an initiative to consider using high-leverage practices, it is helpful to identify resources that are already available. The planning form, "Identifying Resources for High-Leverage Practices," offers a template for collecting resource information.

The goal is to create an annotated bibliography of all available resources. It also is helpful to identify which practice areas are addressed and to offer insights about potential usability.

The tool can be saved on a listserv or in a shared file. There should be a designated person who keeps the master list and another person who informs team or staff members when a new resource is cited. Once an annotated bibliography is completed, someone should be designated to complete updates.

As a variation, this tool can be used to keep track of resources that are housed in the school. School leaders should periodically check on the usage of the resources. If a resource is constantly checked out, consider purchasing additional copies, or invite staff members who have reviewed the resource to make a presentation on the contents at an upcoming staff or team meeting.

Once the bibliography is completed, review it to determine any gaps. For example, are there adequate resources available for each of the practice areas? On a monthly basis, school leaders might solicit advice from staff members on the types of resources that might be added.

Identifying Resources for High-Leverage Practices

The purpose of this form is to create a bibliography of available resources in your school and/or district. For each resource, include the citation, the high-leverage practice area(s) (collaboration, assessment, social/emotional/behavioral, and instruction—or *all* of them), resource type (e.g., book, manual, webinar, videotape, curriculum guide), and the location(s) where it can be found (e.g., teacher center, school website). It also is helpful for the reviewer to share his or her thoughts and ideas about the resources' usefulness and any other reactions to them.

Resource Citation

Location(s)

Resource Type

HLP Area(s)—Check all that apply

☐ Collaboration ☐ Assessment ☐ Social/Emotional/Behavioral ☐ Instruction

Thoughts on Use

Additional Comments